

you can
Canon

iR3225N, iR3235N & iR3245N
User Guide

Canon iR3225N, iR3235N & iR3245N: User Guide



Introduction

This guide has been designed to provide you, and all users of your Canon iR3225N, iR3235N and iR3245N devices within your company, with all of the information needed to gain the most out of your investment. The following sections will take you through, in detail, the steps you need to take to produce high quality copies from your Multi Functional Printer/Copier.

Guides are available from the Mailbox on the Canon Device or from the Canon Customer Training Consultant department. These guides will give you all of the information you need to take full advantage of the complete features and functionality of your Canon iR3225N, iR3235N and iR3245N Multi Functional devices. Please ask your Customer Training Consultant (CTC) for copies of these guides.

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SECTION 01:

Copying

Copying – Basic Features

Original Placement – Platen Glass

To be used when copying from books, transparencies, articles that have been cut and pasted together, torn originals or originals smaller than A5.

1. Place original on platen glass face down.
2. Align the corner of the original with the orange arrow at the top left hand corner of the platen glass.
3. Gently lower the lid.

Original Placement – Document Feeder

Use the document feeder to automatically scan a stack of originals. Do not place originals with torn or curled edges, large binding holes, or stapled sheets.

1. Place originals in feeder face up.
2. Adjust the slide guides to fit the size of the originals.

When the number of pages exceeds the number of pages that can be fed through the document feeder, use Job Build feature (see Job Build on page 8)

Cancelling Copy Job

Press either the Cancel button on the touch screen or the stop (orange) button on the control panel.

Paper Selection

The default setting is Auto paper select; the machine will automatically select paper depending on the original size. Paper selection can manually be specified,

1. Press the Paper Select button.
2. Select the paper size.

Card/Transparencies

Use the manual feed on the right hand side of the machine, to copy onto light card (check paper weights for your machine) or transparencies (only Canon transparencies to be used). *Transparencies must never be placed in any of the front loading cassettes.*

1. Open the stack bypass tray on the right hand side of the machine.
2. Load card/transparencies in the tray and adjust the slide guides to the size of the paper.
3. The machine will automatically activate the manual feed, select paper size and media type.
4. Transparencies with paper backing ensure the sealed edge is inserted as the leading edge. The side to be copied on is placed face up.

Copy Quality

To improve copy quality, select from one of the 4 original type modes. The machine will produce copies according the type of original i.e. photo.

1. Press the original type button (default setting is Text).
2. Select the desired setting (Text, Text/Photo, Printed Image and Photo).

Interrupt

Use the interrupt mode to interrupt the current job to make priority copies

1. Press Interrupt button.
2. Place originals, reset the copier, set the desired copy settings and press the Start button.
3. Once the originals are scanned, remove them from the machine, and wait for the machine to bleep indicating that the interrupt copy is made. The machine will automatically resume copying.

Sample Set

When making multiple copies, the machine copies only one set to be checked before completing the copying job. Sample set button will only appear when 2 or more copies are requested, and the document is placed in the document feeder.

1. Place originals in document feeder.
2. Enter the desired number of copies.
3. Press the Sample Set button.
4. Set copy settings i.e. 2 sided copying.
5. Press the Start button. The machine will stop after printing the first set.
6. If the settings are correct, press the Start Print button, to complete the copy job.
7. If the settings are incorrect, press the Change Settings button and change copier settings to copy the job with new settings.

Reservation Job

Up to 5 reservation jobs can be scanned into memory while the machine is copying the first job. The next copy job will automatically begin when the current job is completed.

1. Set the first copy job as normal, and press the Start button.
2. Once all the originals are scanned into memory, press the Done button. The machine is now available for the next job to be scanned.
3. Reset the machine (yellow button), and set the next copy job.
4. Repeat steps 2-3 the set the next job.

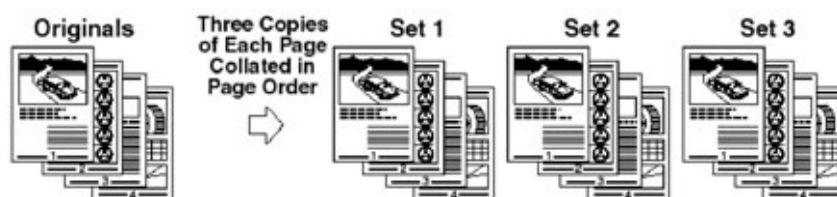
Finisher – Collate/Group/Staple/Hole Punch

Copy sets are collated in various ways depending on the machine configuration (optional accessories).

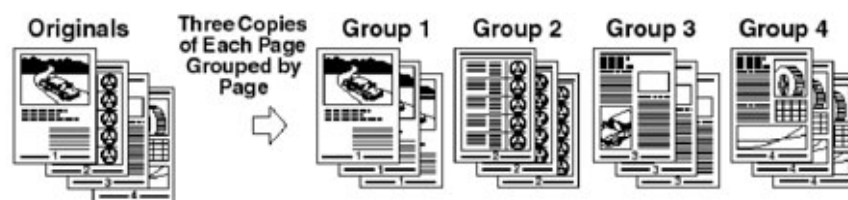
1. Place originals in document feeder.
2. Press the Finisher button.
3. Select the desired option - Collate/Group/Staple.
4. Press the OK button.
5. Enter the desired number copies, and press the Start button.

Note: Your machine may not offer all the following options.

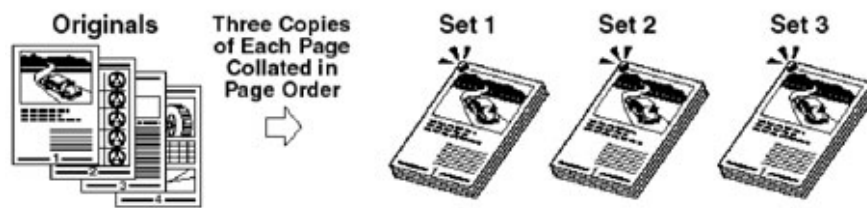
If the Collate mode is set



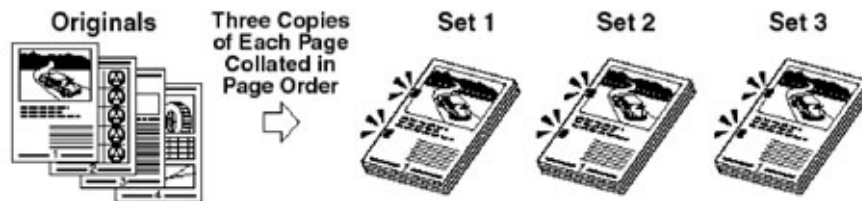
If the Group mode is set



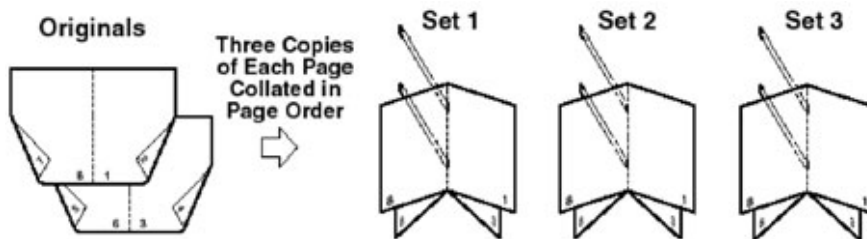
If the Staple, Corner mode is set



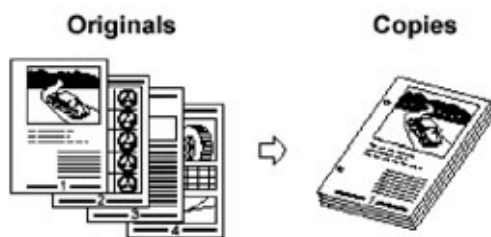
If the Staple, Double mode is set



If the Saddle Stitch mode is set



If the Hole Punch mode is set



Enlarging/Reducing

Reducing (Preset)

To reduce A3 > A4

1. Place the A3 original in the document feeder, or place original on platen glass.
2. Press the Copy Ratio button.
3. Press A3 > A4 button (left hand side).
4. Enter the desired number copies, and press the Start button.

Enlarging (Preset)

To enlarge A4 > A3

1. Place A4 original in the landscape direction (horizontal) in the feeder.
2. Adjust the slide guides to fit the paper, or place the original on the glass in the A4R direction.
3. Press the Copy Ratio button.
4. Select A4 > A3 button (on the right hand side)
5. Enter the desired number copies and press the Start button.

Reducing/Enlarging in 1% Increments

1. Place originals in feeder face up, or on the platen glass face down.
2. Press the Copy Ratio button.
3. Using the numeric pad, enter the ratio (between 25%-400%).
4. Press the done button.
5. Enter the desired number copies, and press the Start button.

Auto Zoom

Use to copy from odd size originals to standard size paper. The machine automatically calculates the copy ratio based on the size of paper and the selected copy paper size.

1. Place originals in the document feeder only.
2. Press the Copy Ratio button.
3. Select Auto Zoom button.
4. Select the paper size to copy on.
5. Enter the desired number copies, press the Start button.

Fit Image Mode

Use to copy from edge to edge originals. The image is reduced slightly so that the whole of image is copied without cropping the edges.

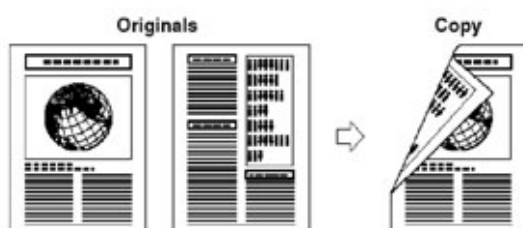
1. Place originals.
2. Press the Copy Ratio button.
3. Select Entire Image button.
4. Enter the desired number copies, press the Start button.

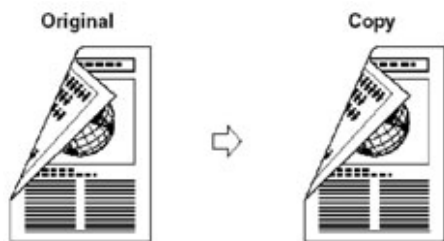
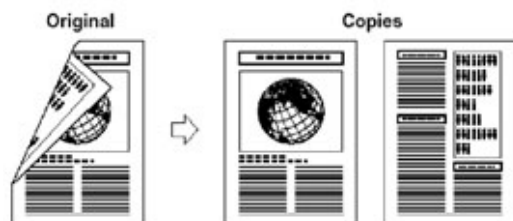
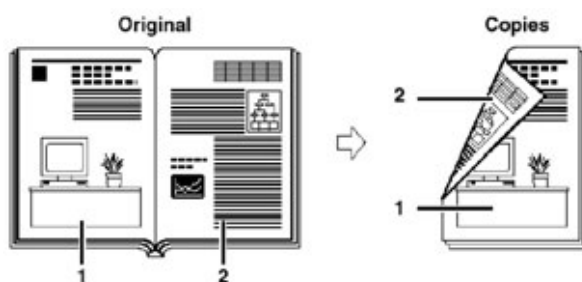
Double Sided Copying

Use to make 2 sided copies.

1. Place originals in document feeder (except book, place on platen glass).
2. Press the Two-sided button.
3. Select the desired option and press the OK button.
4. Enter the desired number copies, press the Start button.

Single-sided originals to double-sided copies



Double-sided originals to double-sided copies**Double-sided originals to single-sided copies****Book to double-sided**

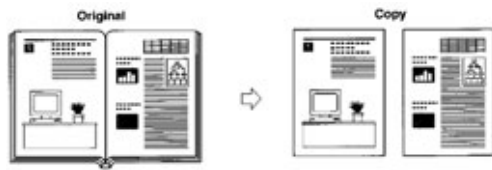
SECTION 02:

Special Features

Special Features

Two-Page Separation

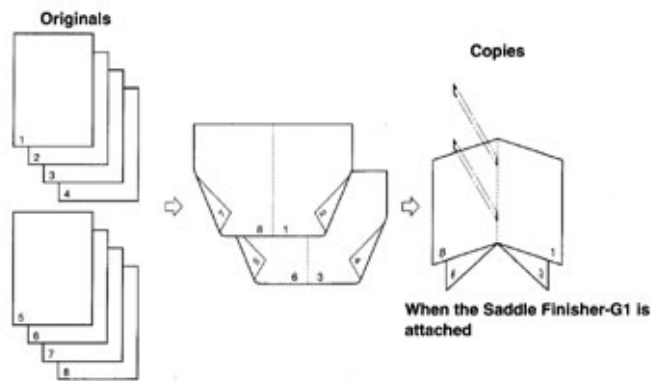
Copies 2 facing pages in a book or a magazine onto 2 separate A4 sheets.



1. Press Special Features button.
2. Press Two-Page Separation button.
3. Press Done button.
4. Place the original on the platen glass, and press the Start button.

Booklet

Re-paginates page order of originals so that copies are made into booklets.



1. Press Special Features button.
2. Press Booklet button.
3. Specify the original size, and press Next button.
4. Select the output paper size, and press Next button.
5. Place originals in the document feeder or scan pages on the platen glass.
6. Press Done button, and press the start button.

To add a front cover and to saddle stitch the booklet.

1. Follow steps 1-3.
2. Select the output paper size, Press Add Cover button.
3. Select Yes or No to specify whether or not to print on the cover and press Next button.
4. Select the type of paper, and press Next button.
5. If Saddle Finisher is attached, select Saddle Stitch booklet, and press OK and Done buttons.
6. Follow steps 5-6.

Different Size Originals

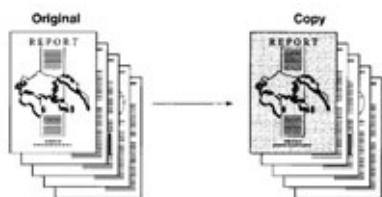
Copies mixed A4 and A3 size originals together.

1. Press Special Features button.
2. Press Different Size Original button, and press Done button.
3. Place originals, and press the start button.

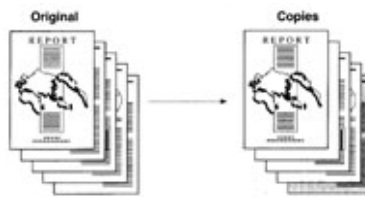
Cover/Sheet Insertion

Sets the machine to automatically add front and back covers, with sheet inserts using different types of media.

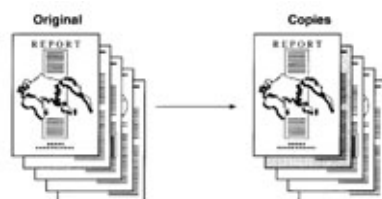
Front Cover – Adds a front cover to each set.



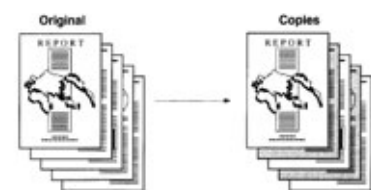
Back Cover – Adds a back cover to each set.



Sheet Insertion – Adds sheet insertions between the pages of single sided sets.



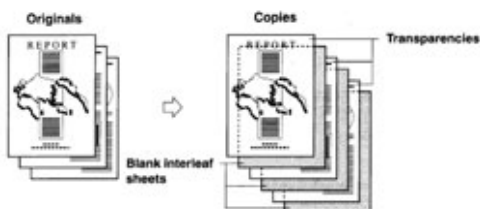
Chapter Page – adds chapter pages between the pages of double sided sets.



1. Press Special Features button.
2. Press Cover/Sheet Insertion button, select the desired settings, and press Next button.
3. Select Printed or Blank, and press Next button.
4. Select the side the back cover is to be copied onto – 1st or 2nd side, and press Next button.
5. Specify Sheet/Chapter page numbers, where the sheet is to be inserted, and press Next button.
6. Select paper source for each cover/sheet insertion, and press OK and Done button.
7. Set other copy settings i.e. double siding, stapling etc.
8. Place originals and press the start button.

Transparency Interleaving

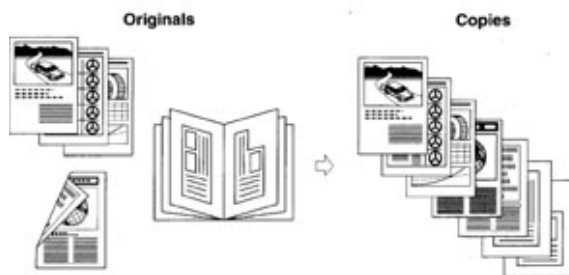
The machine automatically interleaves a sheet of paper between each transparency. The interleaf sheets protect the copies surface of the transparencies.



1. Press Special Features button.
2. Select Transparency Interleaving button.
3. Select the size of the transparencies, and press Next button.
4. Select the size of interleaf sheet, and press Next button.
5. Specify Printed or Blank interleaf sheets, press OK and Done buttons.
6. Place originals, and press the start button.

Job Build

Documents are scanned in multiple batches, when the number of pages exceeds the number of pages that can be fed through the document feeder, or the originals are a combination of single sided pages, double sided pages or pages from book. Originals can be scanned using both the document feeder and platen glass. Copies are output as one document after all batches have been scanned.

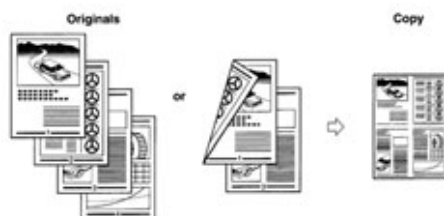


1. Set all copy settings before scanning.
2. Press Special Features button.
3. Press Job Build button and press Done button.
4. Press the start button to start scanning first batch.
5. Place the next batch and press the start button.
6. For double-sided original press the 2-sided button. Select the desired setting and press OK button.
7. After the last original is scanned press Done button to print pages.

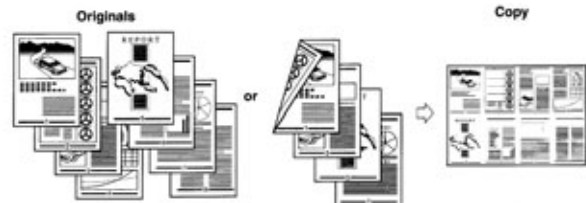
Image Combination

Automatically reduces 2, 4 or 8 pages to fit on one or both sides of output paper size.

4 on 1



8 on 1



1. Press Special Features button.
2. Press Image Combination button.
3. Specify the original size and type, and press Next button.
4. Select the desired setting, and press Next button.
5. Select the output paper size, press OK button and Done buttons.

Image Separation

Automatically divides an original into equal sections, and copies each section in an enlarged form on separate sheets of paper.



1. Press Special Features button.
2. Press Image Separation button.
3. Select type of zooming layout, and press Next button.
4. Select the layout of the page/s to be printed, and press Next button.
5. Select output paper size, and press OK and Done buttons.
6. Place originals on platen glass, and press the start button.
7. Place originals and press the start button.

Shift

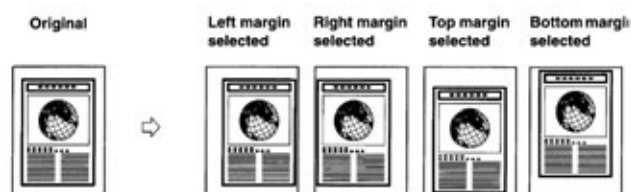
Copies and moves the image, when copying from originals, which are smaller than the output paper size.



1. Press Special Features button.
2. Press Shift button.
3. Select the shift direction, and press OK and Done buttons.
4. Place originals in the document feeder and press the start button.

Margin

Moves the entire original by a designated width to create a wider margin.

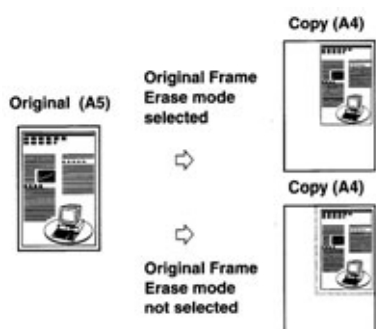


1. Press Special Features button.
2. Press Margin button.
3. Select the type of margin, and press Next button.
4. Specify the margin width, press OK and Done buttons.
5. Place originals and press the start button.

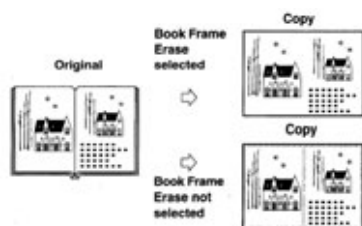
Frame Erase

Erases shadows and lines from copies.

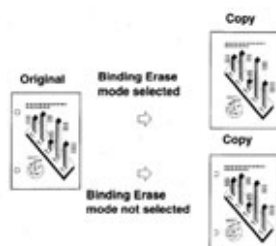
Original Frame Erase – Erases the dark borders and frames that appear around the copy when the original size is smaller than the output paper size.



Book Frame Erase – Erases lines and shadows that appear around the copy when copying from 2 pages in a book.



Binding Erase – Erases the shadows from originals which are hole-punched.



Negative/Positive

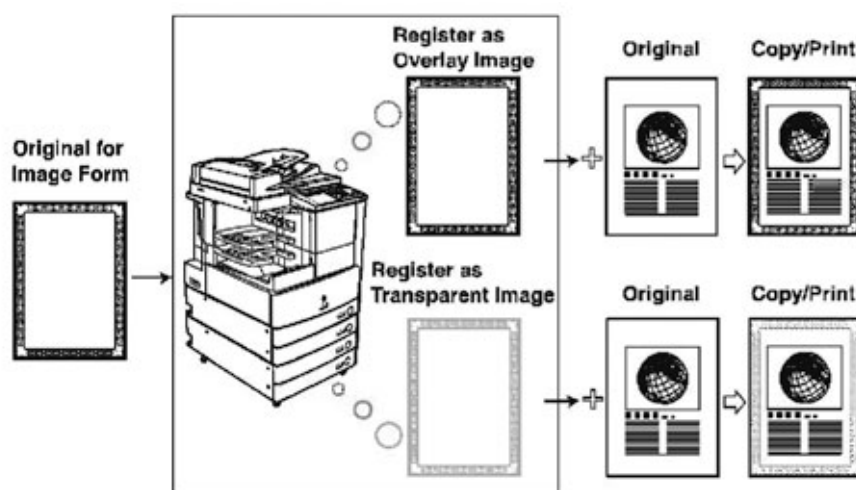
Inverts the black areas to white and white areas to black.



1. Press Special Features button.
2. Press ▼ button to display the second screen.
3. Press Nega/Posi button, and press Done button.
4. Place originals and press the start button.

Storing Forms for Form Composition

The form composition mode enables you to superimpose a previously scanned image stored in the memory of the machine, onto another document.



1. Press additional functions
2. Press common settings
3. Press downward arrow to page 3/6
4. Press register form for form composition
5. Press register
6. Choose paper size
7. Press next
8. Select Entire Image or Transparent
9. Press Form Name
10. Enter Name of Document
11. Press Start to Scan background image
12. Press Done X 3

To use Form Composition

1. Press Form Composition
2. Select Form from the list
3. Press OK
4. Press Done
5. Place document you are merging into the document feeder and press the start key

Job Block Combination

This feature is an extension to Job Build. It will allow you to build a document with a maximum of 32 different sections, and apply different finishing options to each section. The whole document can either be collated, stapled or grouped, however each section can be printed from a different paper source and have different duplex options applied. Each section can also include items such as Watermarks, Numbering etc. to mention but a few

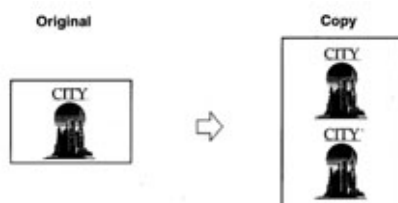
To Operate

1. Select Special Features, and arrow down to second screen.
2. Choose JOB BLOCK COMBINATION.
3. Press FINISHER
4. Select how you want your whole job to be finished. You may choose collated, stapled, grouped, stacked, hole - punched, this will depend on what finishing options you have attached to the print engine.
5. Here you may also select other features such as watermarks, numbering etc.
6. Press OK to confirm.
7. Place first section of document in feeder to scan. The display will show "ready to scan block 1"
8. Select the PAPER SOURCE for this section of the document.
9. Choose any TWO-SIDED options if required
10. Press GREEN START key to scan
11. After scanning is completed, press the NEXT BLOCK button.
12. Place second section of document in feeder to scan. The display will show "ready to scan block 2"
13. Select the PAPER SOURCE for this section of the document.
14. Choose any TWO-SIDED options if required
15. Press GREEN START key to scan
16. Keep repeating from step 11, until all sections have been scanned in
17. Now choose CONF/COMBINE ALL BLOCKS.
18. In the next screen you will need to set the required number of copies and select sample set if required.
19. Press GREEN START key to PRINT.

NB. If at any time during the procedure you decide not to continue with the programming of the job, the reset key will not cancel Job Block Combination. You must select Cancel Combination. However once the job is submitted to print you cancel in the normal manner.

Image Repeat

Images are repeated in vertical and horizontal direction.

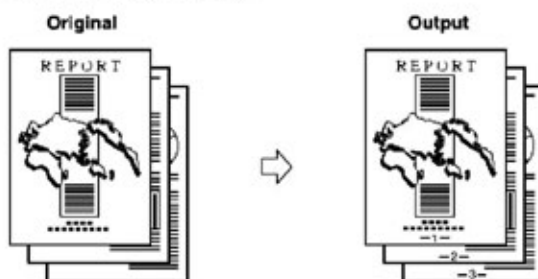


1. Press Special Features button.
2. Press ▼ button to display the second screen.
3. Press Image Repeat button.
4. Set the number of repeats - Specify horizontal and vertical directions or set Automatic repeat.
5. Press OK and Done buttons.
6. Place original and press the start button.

PG/Copy Set Numbering

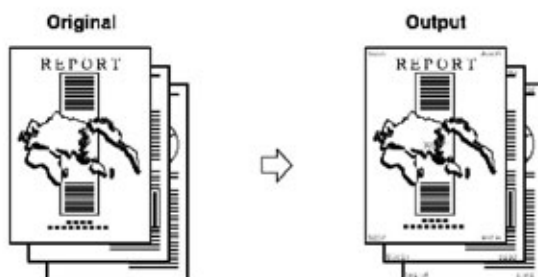
Page Numbering

Documents can be copied with page numbers (numbers only, numbers enclosed with hyphens, with chapter numbers, or with the total page number).



Copy Set Numbering

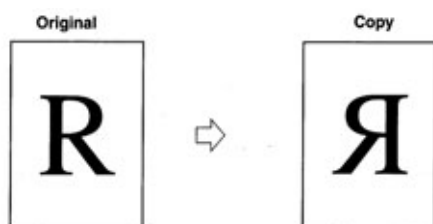
This mode enables you to copy or print a document with a five digit number in the background of each page.



1. Press Page numbering
2. Choose Numbers and position
3. Press next
4. Choose starting number (Add characters if desired)
5. Press Next
6. Choose size and colour
7. Press OK
8. Press done X2

Mirror Image

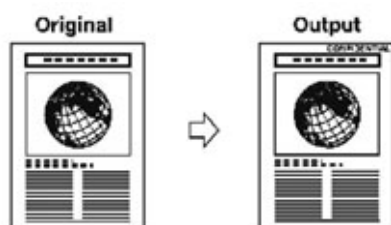
Image is reversed as a reflection in the mirror.



1. Press Special Features button.
2. Press ▼ button to display the second screen.
3. Press Mirror Image button, and press Done button.
4. Place originals and press the start button.

Watermark/Print Date

Prints a watermark or date of your choice anywhere on the page.



1. Press Watermark or Print Date
2. Choose orientation and Position
3. Press Next
4. Choose your watermark or create your own
5. Press next
6. Choose size and type
7. Press OK

Sharpness

Reproduces text or lines more sharply, and photographs or halftones more softly. Use Low to copy from photographs, High to copy from text and fine lines.

1. Press Special Features button.
2. Press ▼ button to display the second screen.
3. Press Sharpness button.
4. Adjust by pressing Low or High, and press OK and Done buttons.
5. Place original and press the start button.

Mode Memory

Stores nine copy settings for frequently used copy functions.

1. Set the copy settings to be stored.
2. Press Special Features button.
3. Press Mode Memory, and press Store/Erase button.
4. Press Store, select location M1-M9, and press Next button.
5. Select Yes to save copy setting, press OK and Done buttons.

To Store a memory button name

1. Follow steps 2-3, press Store Name button.
2. Select the memory button M1-M9, and press Next button.
3. Enter the name, and press OK and Done buttons.

To recall copy settings

1. Press Special Features, and press Mode Memory button.
2. Select the memory button, press OK and Done buttons.
3. Place originals and press the start button.

Recall

Recalls three previous copy settings from memory.

1. Press Special Features button.
2. Press Recall button.
3. Select from 1 Before, 2 Before or 3 Before button, and press OK and Done button.

Mail Boxes

Frequently copied document originals/masters can be scanned and stored on the machine's hard disk. The stored originals/masters can be retrieved and printed as and when required. Mail boxes can also be used for confidential printing over the network.

Mailbox Setup

1. Press the star button (Additional Functions) – located just under the ? button.
2. Press the Mailbox Settings button.
3. Press Box Set/Store button.
4. Select the next available mailbox from 00 – 99.
5. Press Store Name button.
6. Type the name of the mailbox using the QWERTY keyboard on the display screen.
7. Press the OK button.
8. Set the number of days for automatic document deletion. Set to 0 for permanent document storage.
9. Repeat from step 4 to store a new mailbox.

Storing Documents

1. Press the Mailbox button to display the mailbox window.
2. Select the desired mailbox number.
3. Enter the password if set and press the OK button.
4. Place document in the Document Feeder or place on the glass.
5. Press the Scan button.
6. Press the Document Name* button, and enter the name of the document.
7. Set Scan settings i.e. double sided, and press the Start button to scan document.
8. Press the Start (Green) button.

To Change Document Name

* If a document is scanned without a name, the machine automatically generates a number for the document name (year/month/day the document was scanned).

1. Select the document to be renamed
2. Press the Details button.
3. Press the Change Document Name button.
4. Press the C key on the numeric key panel to clear the year/month/day
5. Type the new name for the document
6. Press OK button/
7. Press DONE button

Retrieving and Printing Documents

1. Press the Mailbox button to display the mailbox window.
2. Select the desired mailbox number.
3. Enter the password if set and press the OK button.
4. Select the document/s to be printed. Press 'Select All' button to print all the documents in the mailbox, or select individual documents in the order of printing, (a box with a number will appear to indicate selection).
5. Press the Print button.
6. Press the Change P Settings button. Set print settings i.e. double siding, stapling etc., multiple documents can be merged into one document. Press the 'Merge Documents' button.
7. Press the Start print button to print.

SECTION 03:

Printing

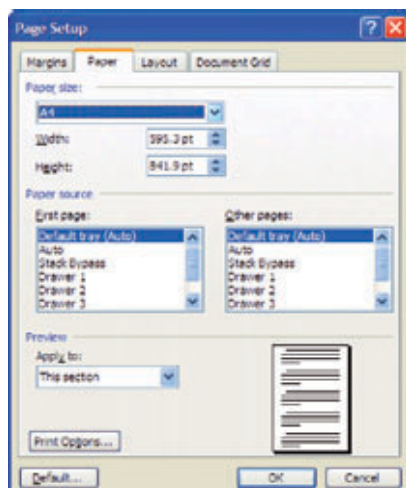
Printing

Information to Check Before Printing

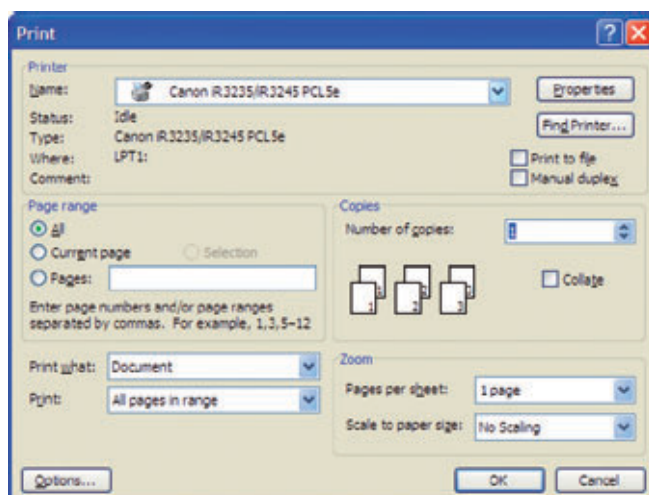
Information to Check Before Printing

In the application you are printing from i.e. Microsoft Word etc., go to File, Page Setup, Paper Source

- Make sure First and Other Pages are on Default Trays, if not this will show a conflict on the photocopier and the machine will ask you to load paper before it will print your job.



- When you select File and Print, your printer dialogue box appears using the drop down arrow select the Canon Printer (see below)

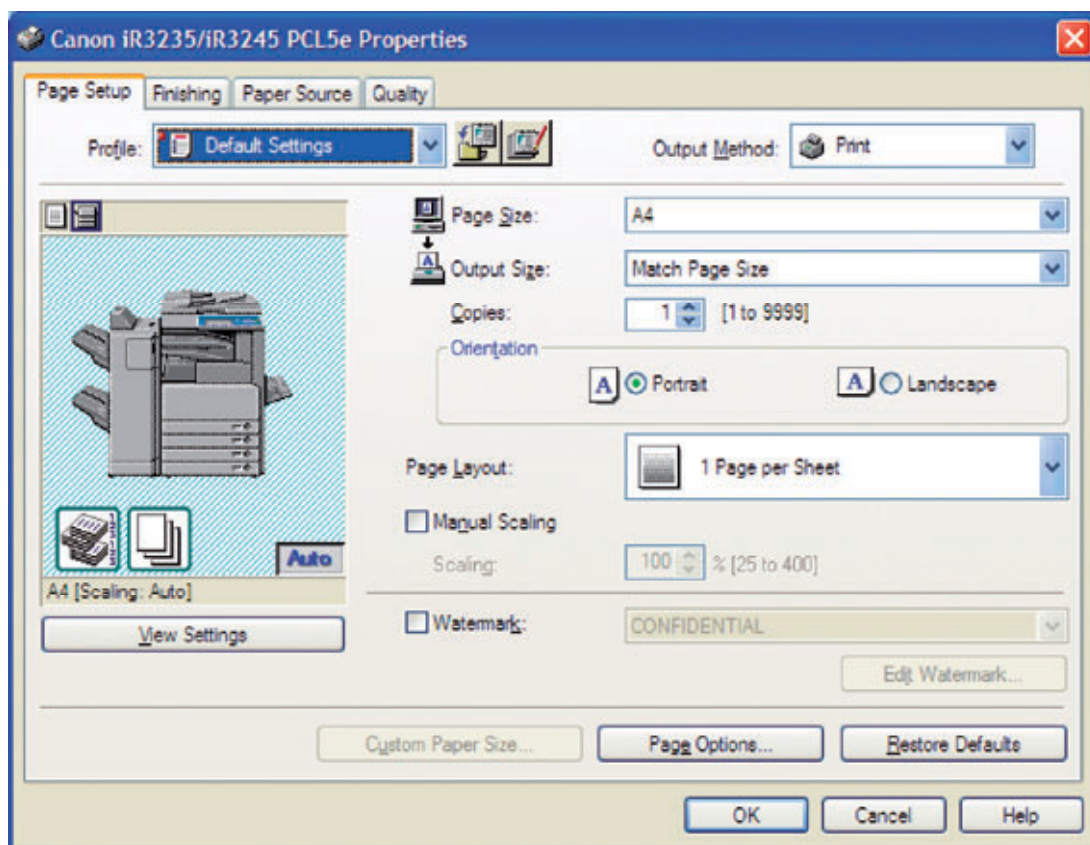


- Please make sure the collate box is un-ticked, otherwise this will cause a conflict and if you select stapling, all of your sets will be stapled as one document.
- To select options like double-sided, stapling etc. click on the Properties box

SECTION 04:

Printer Driver

Printer Driver

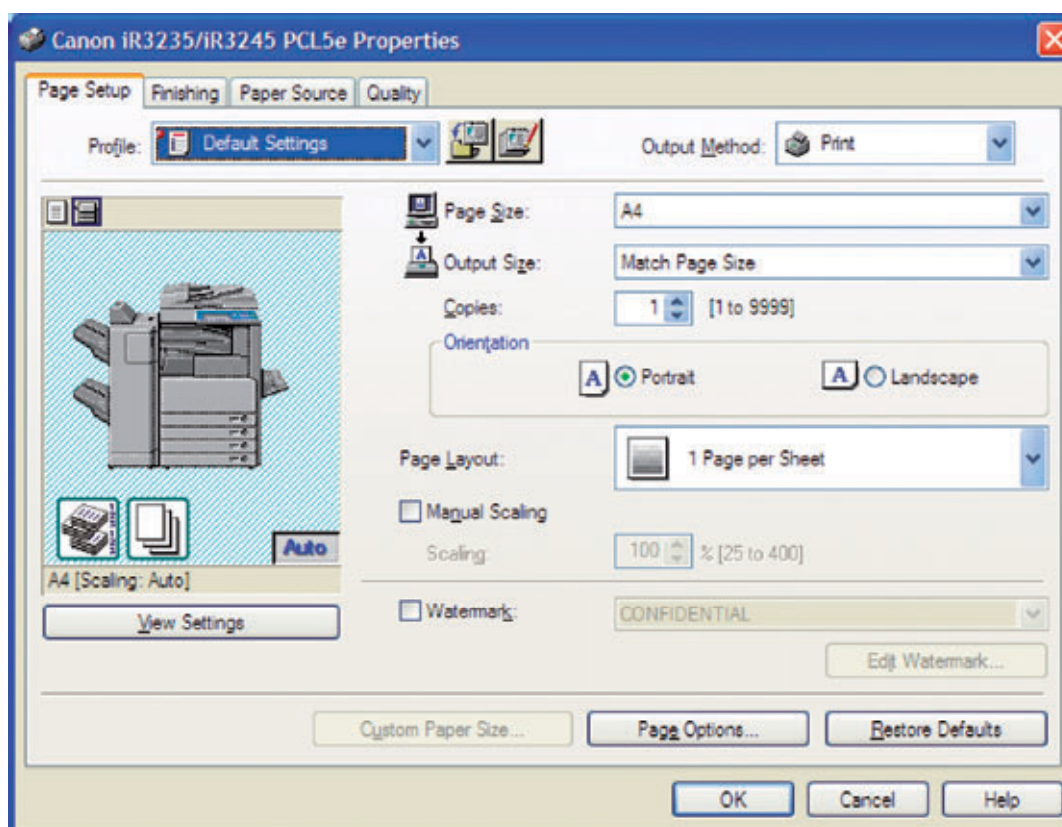


When you open the Canon Printer Driver the screen above will appear with four tabs across the top:-

- Tab 1 Page Setup
- Tab 2 Finishing
- Tab 3 Paper Source
- Tab 4 Quality

N.B. The picture of the photocopier above may not appear the same, this depends on the type of finisher you have on your photocopier.

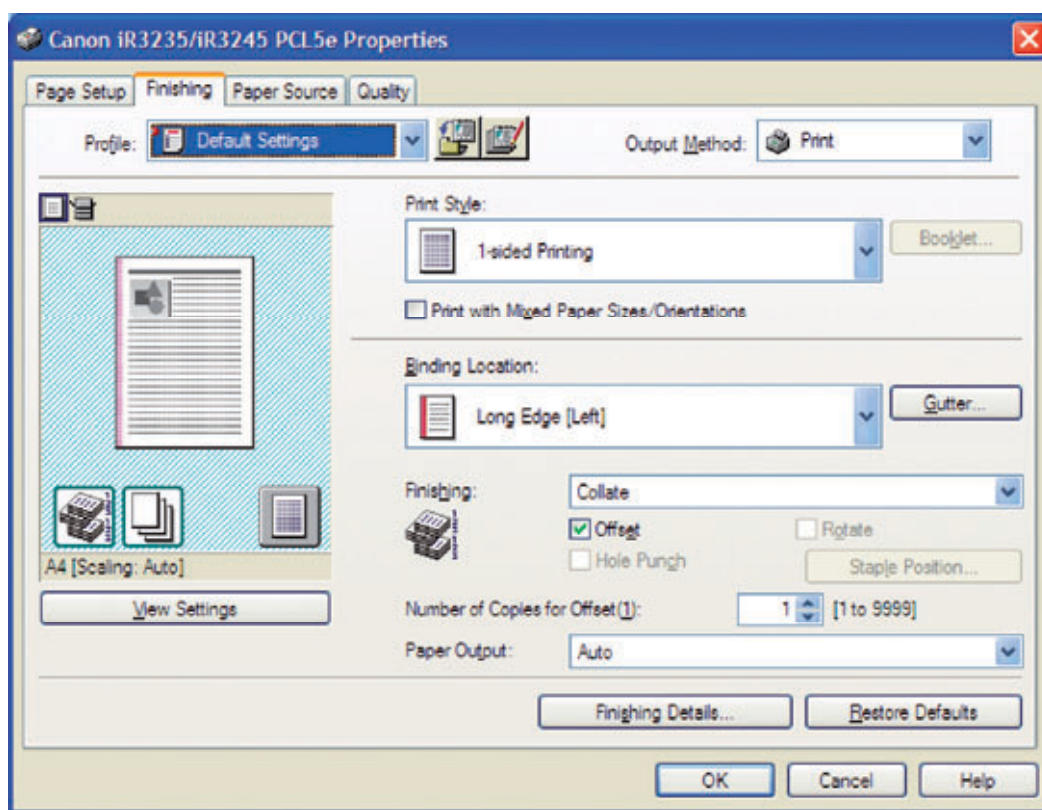
TAB 1 – Page Setup



The Page Set-up Tab is used for:-

1. **Reducing/Enlarging**, allows actual Page Size to be different from Output Size. E.g. If your Page Size in the document is A4, you could change the Output Size to A3 and the printer automatically enlarges it to A3 for you. Or, you could put the exact scale you require into the Manual Scaling box by ticking the check box and typing in the scale size needed.
2. **Page Layout**, this is used for thumb nailing and posters. E.g. if you have a four page document all four will appear on one page reduced down if 4 on 1 is selected from the drop down list. If you select Poster 2 x 2 from the drop down list, it will enlarge your document to make it fit onto 4 separate sheets for cellotaping together.
3. **Watermarks**, once the **Watermark Box** has been ticked you can then select any standard Watermarks from the drop down list or click on **Edit Watermark** to create your own (text only – no graphic images).

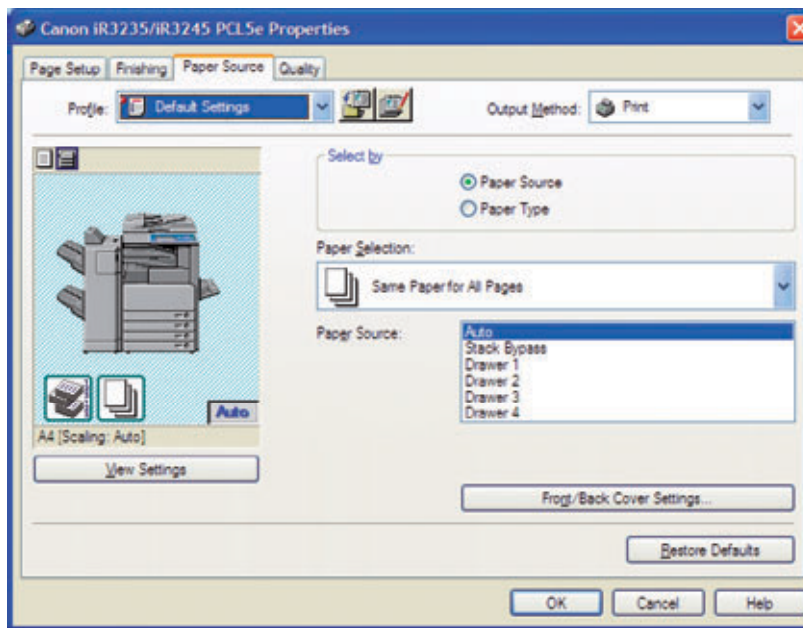
TAB 2 – Finishing



The Finishing Tab is used for:-

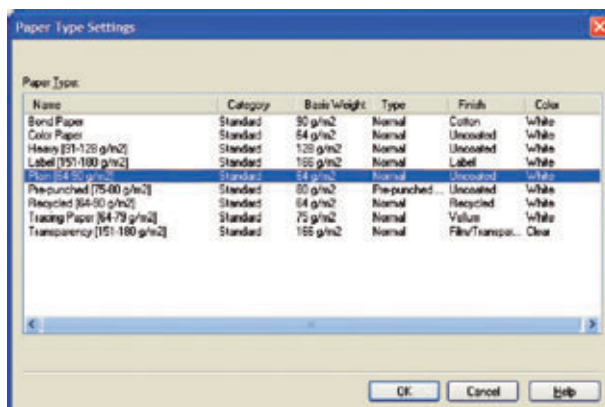
1. **Double-sided**, click on the Print Style key to select 1-sided, 2-sided or the booklet options. (Booklet printing allows for example an 8 page A4 document to be printed using 2 sheets of paper which you then fold in half. The document prints out in the correct page order and is half the size making it an A5 booklet)
2. **Print with Mixed Paper Sizes/Orientations**, click on this option when you are printing a file which has a mixture of A4 and A3 page sizes, or A4 portrait and A4 landscape page sizes.
3. **Binding Location**, when you have selected double-sided you have the option to have long edge or short edge binding (long edge is for portrait printing and short edge is for calendar printing)
4. **Finishing**, this key will allow you to collate, staple or group your sets. If you need to staple your output copies, select Staple from the drop down list. The Staple Position button then becomes available and you can select the position of the staple from Top Left (Portrait stapling), Top Right (Landscape Stapling) and Double (two staples down the left hand side). The last option is only available if your finisher supports this function.
5. **Paper Output**, allows you to select which output tray you want the prints to end up. If you leave it on Auto, it will normally place photocopies in Output Tray A and prints in Output Tray B.

TAB 3 – Paper Source



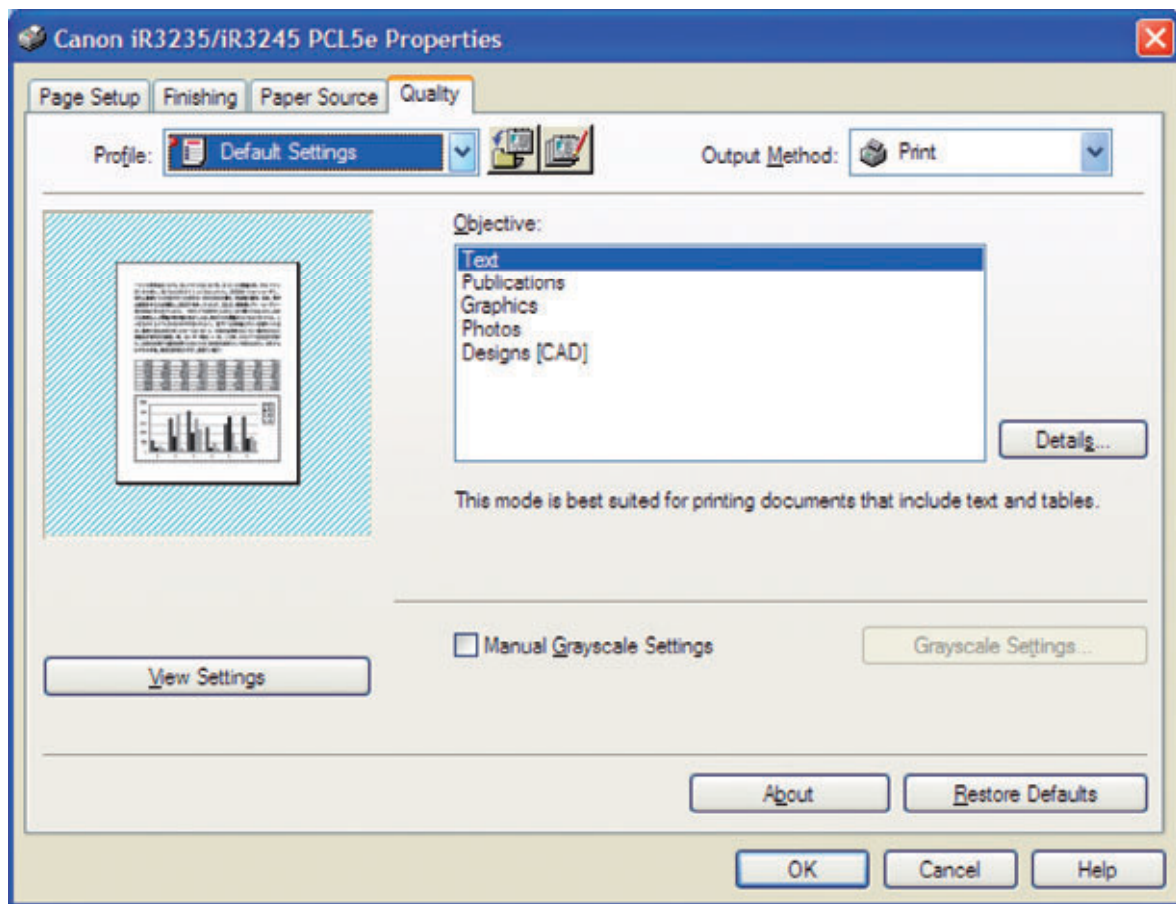
The Paper Source Tab is used for:-

1. **Paper Selection**, click on for having different media types for the First and Last page, or different media for First, Second and Last page, or Inserting Sheets on specific page numbers or it can be used for transparency interleaving
2. **Select By**, click on the Paper Type key to tell the device which stock you want to print onto. You need to use the stack bypass for transparencies, light card, labels etc. A screen shot of the media types which can be used in the iR3225/iR3235/iR3245 are listed below. When you select the Paper Type Key, a settings button appears. Go into this option to see the screen below to select your paper type.



3. **Front/Back Cover Settings**, allows print settings to be made for Front/Back Covers. E.g., You have a choice of whether to print on None, Front Only, Back Only and Both Sides and to say which drawer each media is loaded.

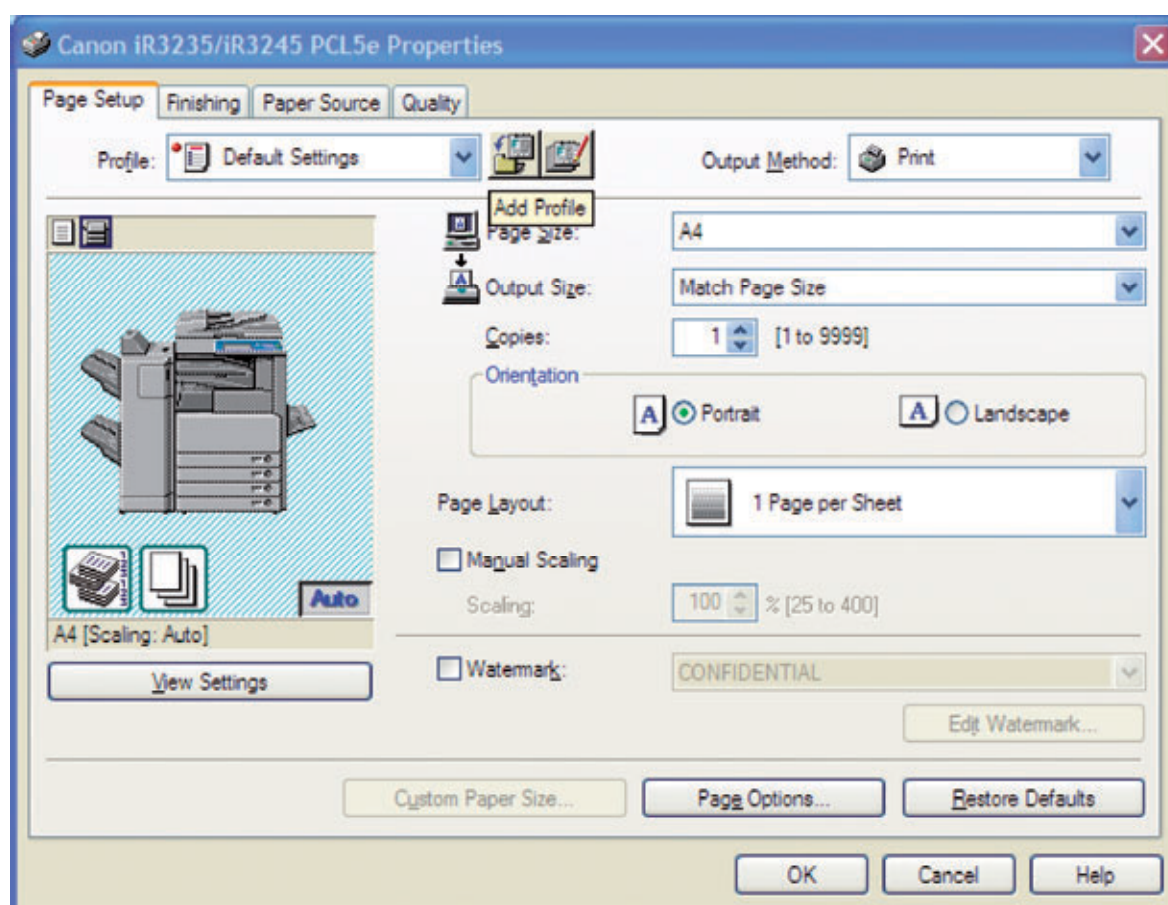
TAB 4 – Quality



The Quality Tab is used for:-

1. **Objective.** Use **Text** to emulate greyscales. Use **Publications** when you have text and images. This changes the printer to create 64 greyscales. Use **Graphics** when you have mainly images. This changes the printer to create 128 greyscales. Use **Photos** when you have digital pictures. This changes the printer to create 256 greyscales. If you use "Photos" in the wrong way, images will print with a moiré effect (chequered background) in which images do not print very well. Use **Designs** when you have fine or minute lines to be printed.
2. **Manual Greyscale Setting.** is used for manually adjusting the brightness, contrast etc.

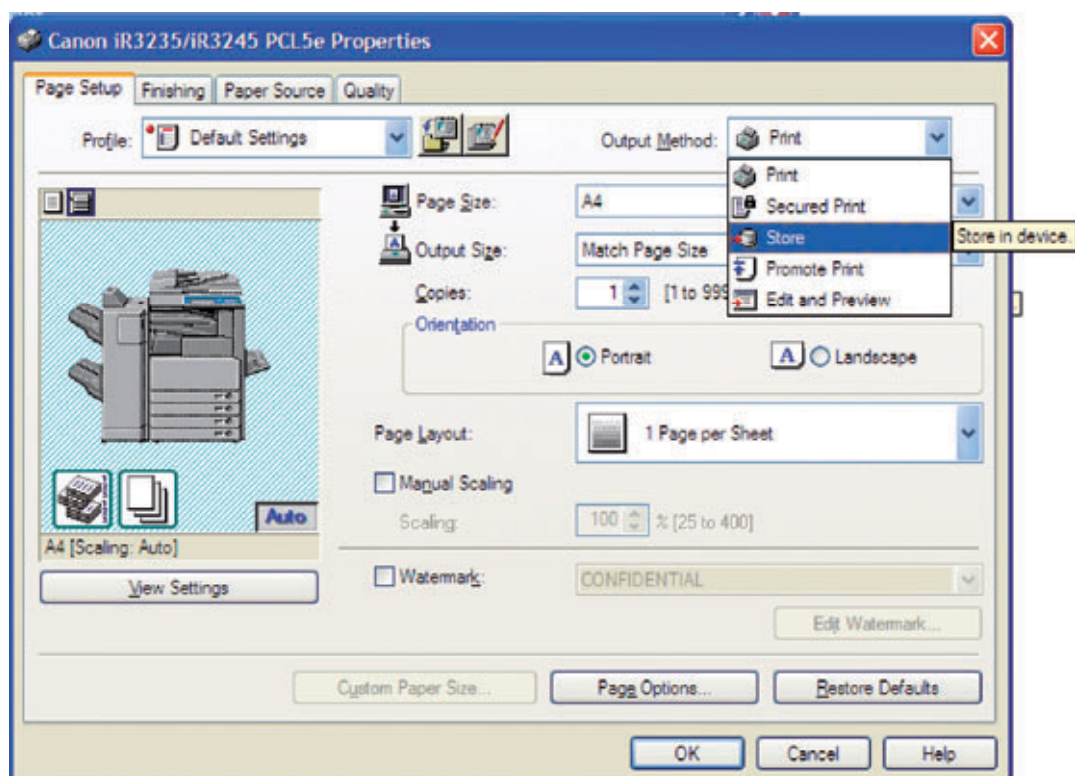
General Information



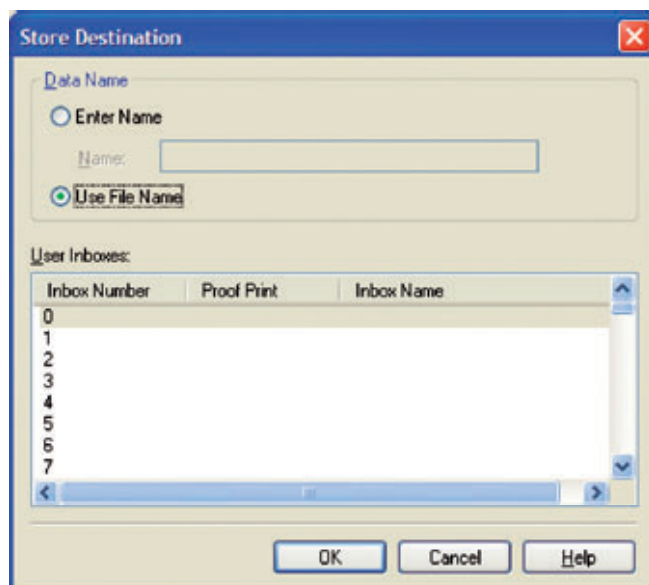
- If at anytime you wish to save settings that you use on a regular basis, e.g. stapling and double-siding, click on the icon next to the profile key (see above), give your profile a name and an icon and click ok.
- To use the profile, just click on the drop down arrow just to the right of the profile key and select your profile.
- Please remember when you go back into the printer driver most of the time it will show your last settings, e.g. stapling etc. To put the printer driver back to default settings click on the drop down arrow to the right of the Profile key and highlight and click the **Default Settings** key. This will put all four tabs back to default settings. However if you click Restore Defaults on the bottom right hand side of each tab, this will only default that particular tab.

Printing Via Mailbox

To print to a mailbox, click on the drop down arrow next to the print key (see below).

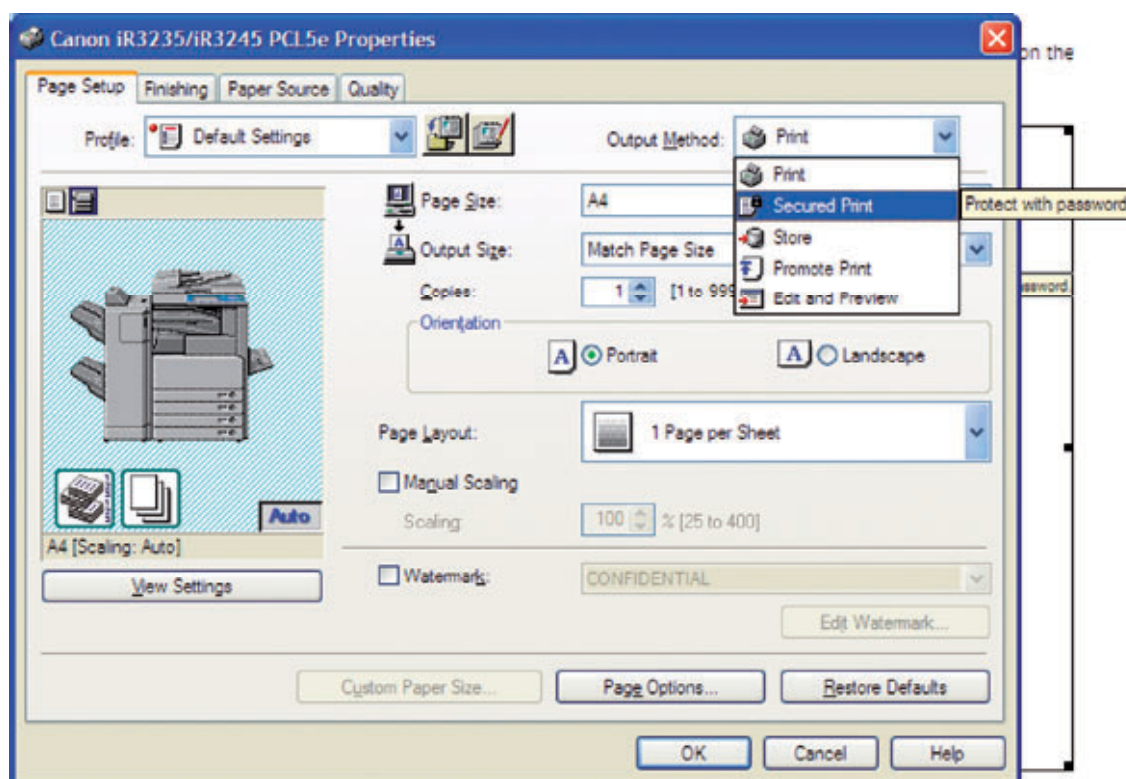


This switches to mailbox store mode and allows you to choose the mailbox number you wish to print to.

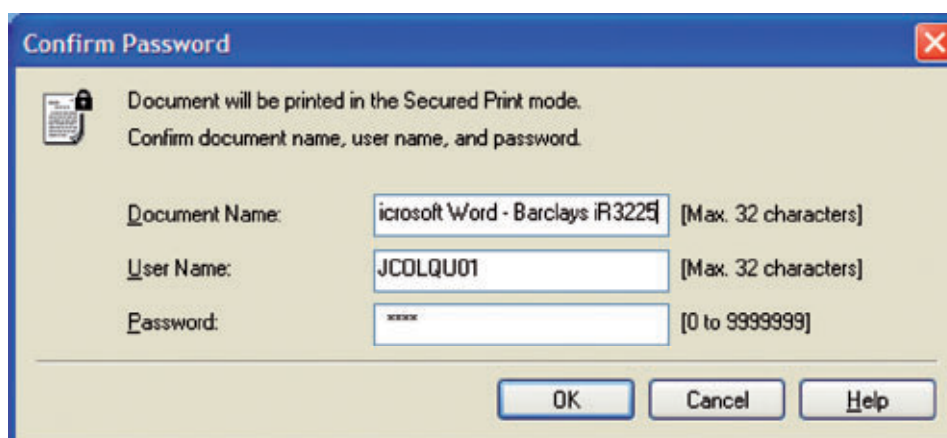


Secure Printing

Click on this icon if you want to be at the printer when your document is printed. When you have clicked on the icon, confirm ok to use and programme your printing options in the normal way.



When you press ok to print, you will be prompted to insert a pin code. Remember this number to retrieve your documents at the printer. This could be up to 7 digits long.



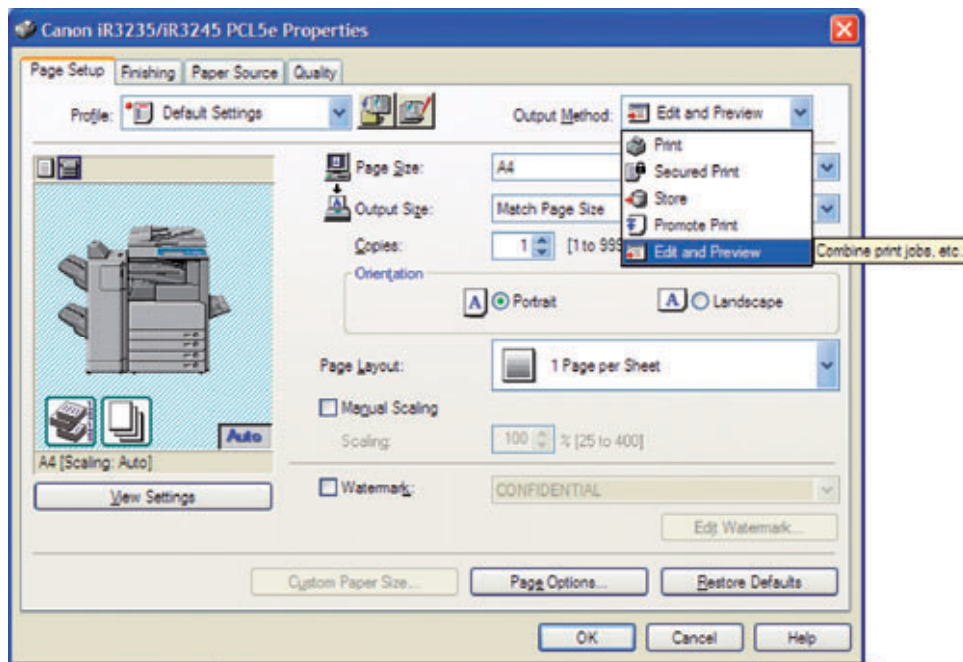
To Retrieve a Secure Print from Copier

- Press the left arrow on Touch Screen
- Press the print option
- Highlight the Secure Print Job in the Status list
- Click Secure Print button
- Enter Pin Number
- Press Done/Next or OK

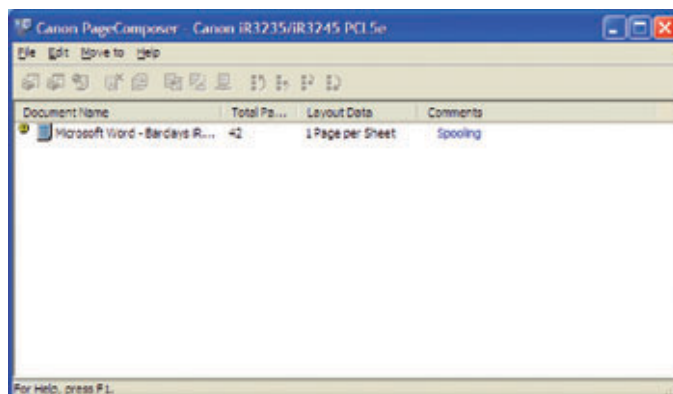
Edit & Preview Option

This option allows you to combine documents from various applications (i.e. word/excel/adobe etc) and print out as one document stapled/double-sided etc.

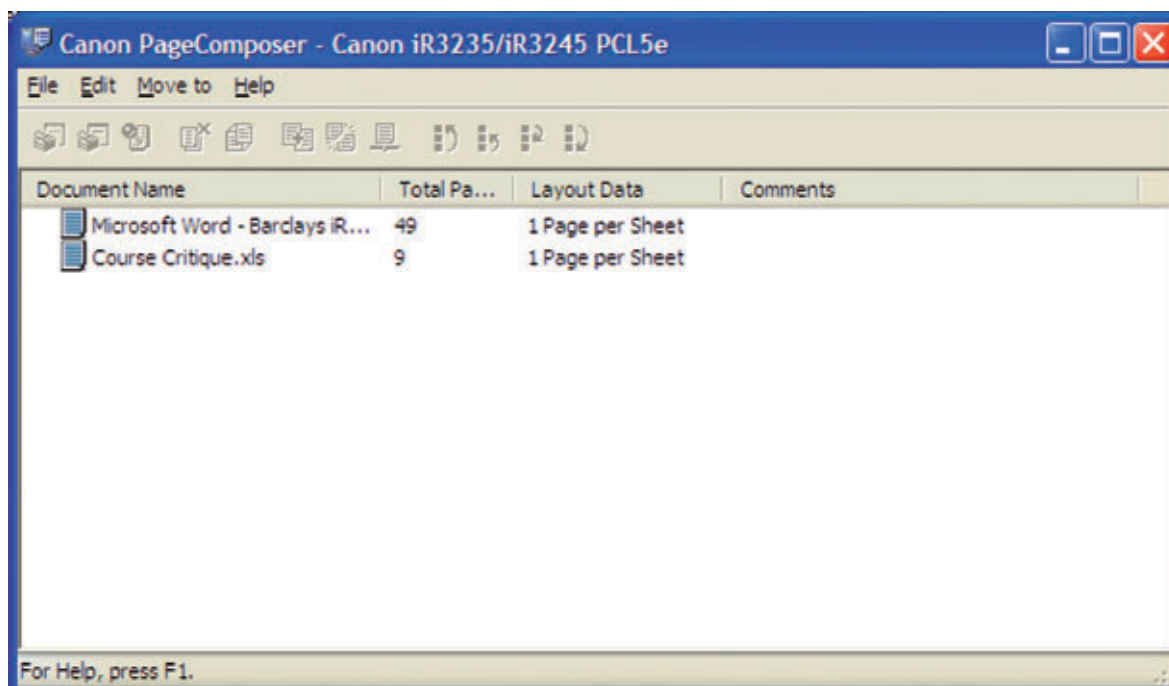
1. Open the first document you want to combine
2. Press File and Print
3. In the print dialogue drop down list select the Canon printer driver
4. Press Properties (the picture below appears), select Edit & Preview from the Output Method



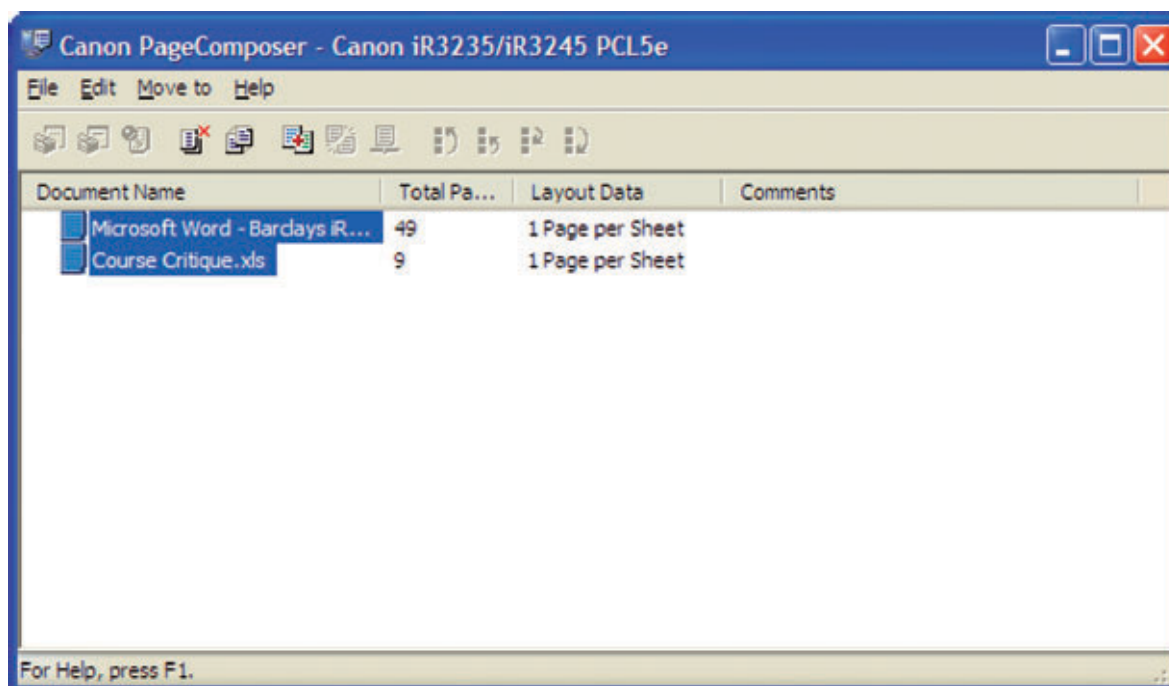
Press OK key twice which opens Canon Page Composer automatically.



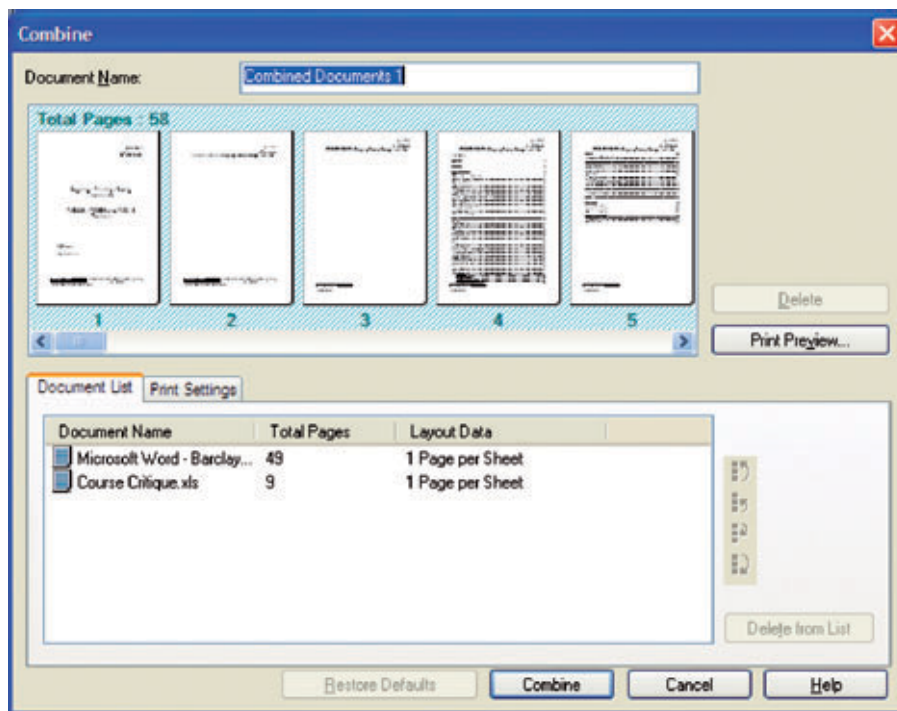
1. Minimise the page composer and open up the next document you wish to combine.eg. Microsoft, Excel.
2. Press Print and select the Canon Driver
3. Press Properties and again select Edit and Preview
4. Press OK twice
5. Maximise the Page Composer and you will now see the two documents to be combined (see below)

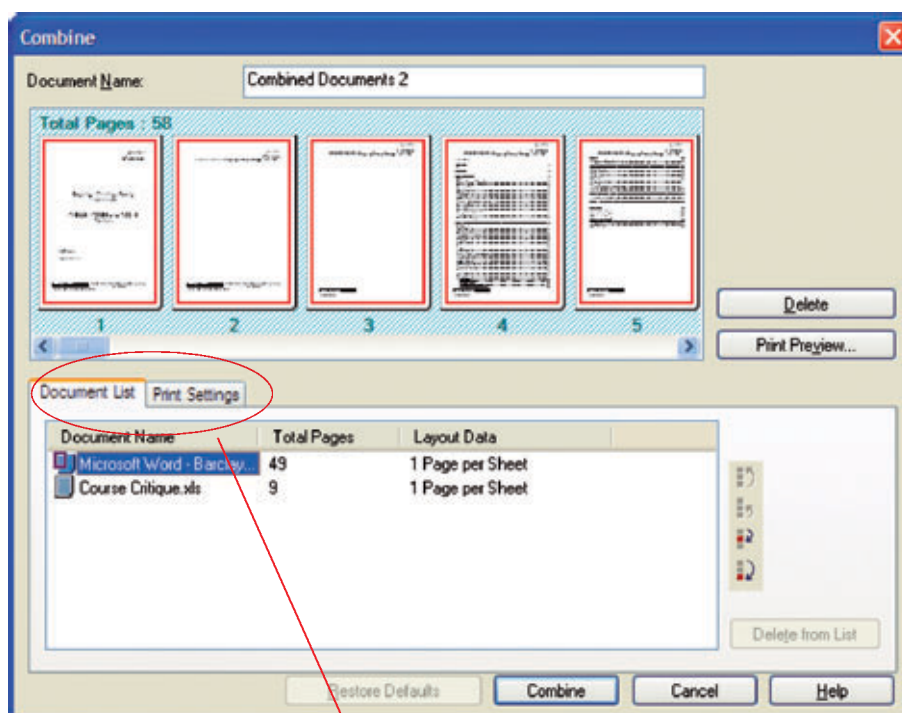


Highlight all the documents and press the **combine** key (see below)



Once the documents are combined the screen below will appear





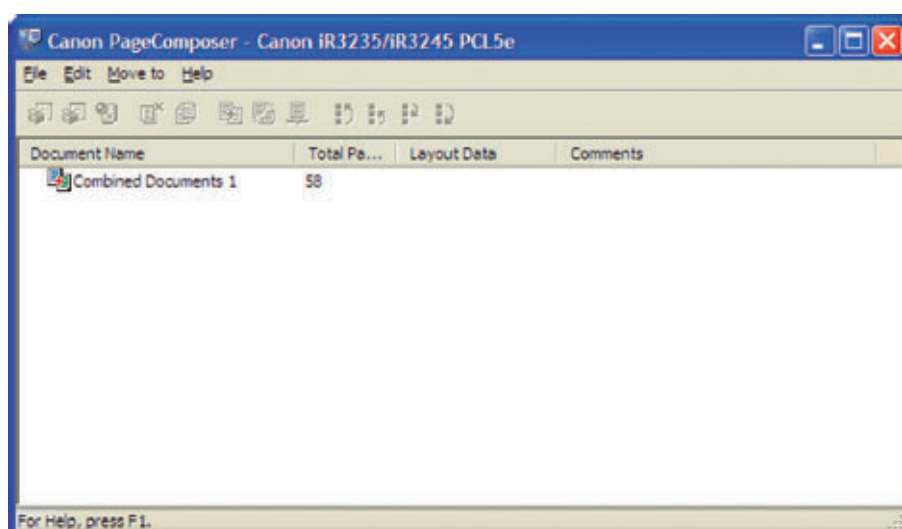
Next

Highlighting a document (see above) and pressing the next key will allow you to place that document in the middle of the combined documents.

Last

Highlighting a document (see above) and pressing the last key will allow you to place that document at the end of the combined documents.

Once you are happy with the above press the **print setting key** and select your finishing output options, e.g. stapling/double-sided. Then press the combine key (see picture below).



Press File/ Print and your document will be printed out as one document.

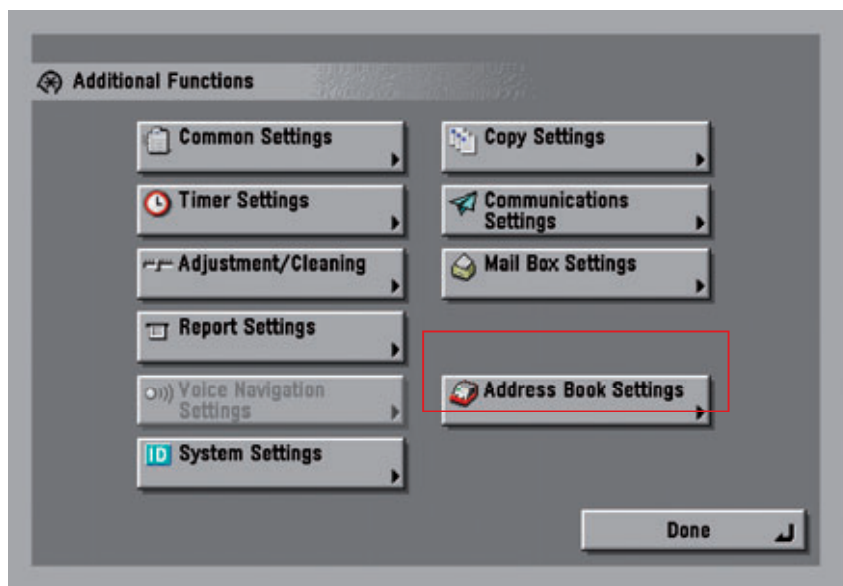
SECTION 05:

Storing Fax Numbers to iR3225N/iR3235N/ iR3245N Address Book

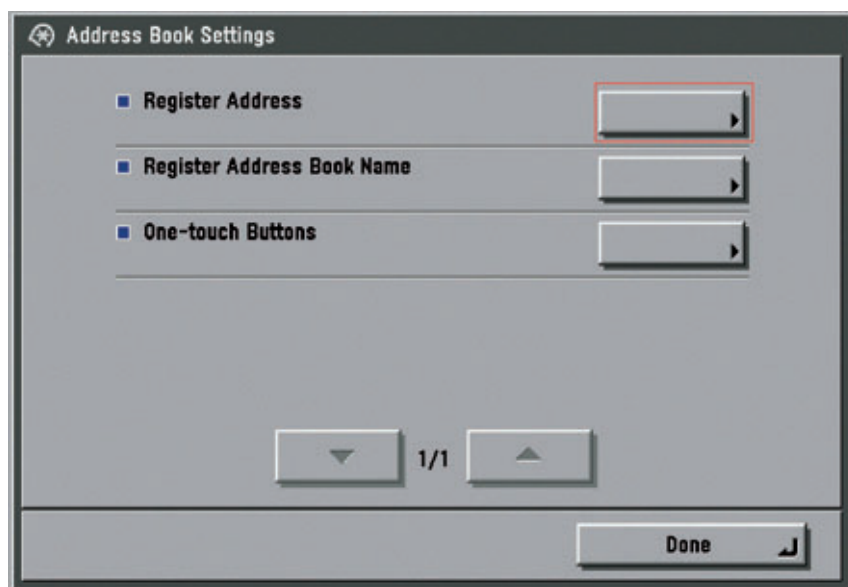
Storing Fax Numbers to iR3225N/iR3235N/iR3245N Address Book

To Register Fax Numbers

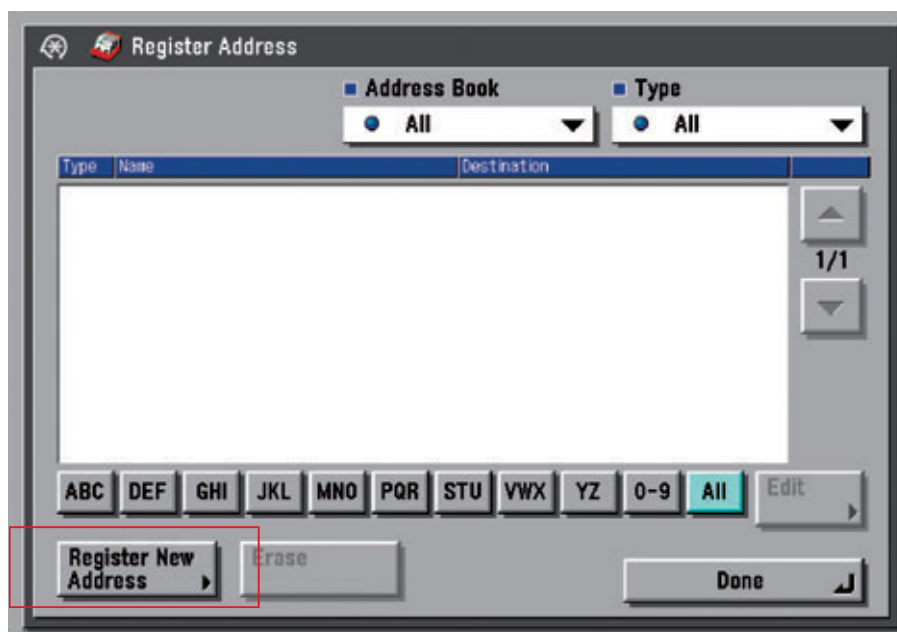
1. Press the Additional Function Key .
2. On Touch Screen Press 'Address Book Settings'



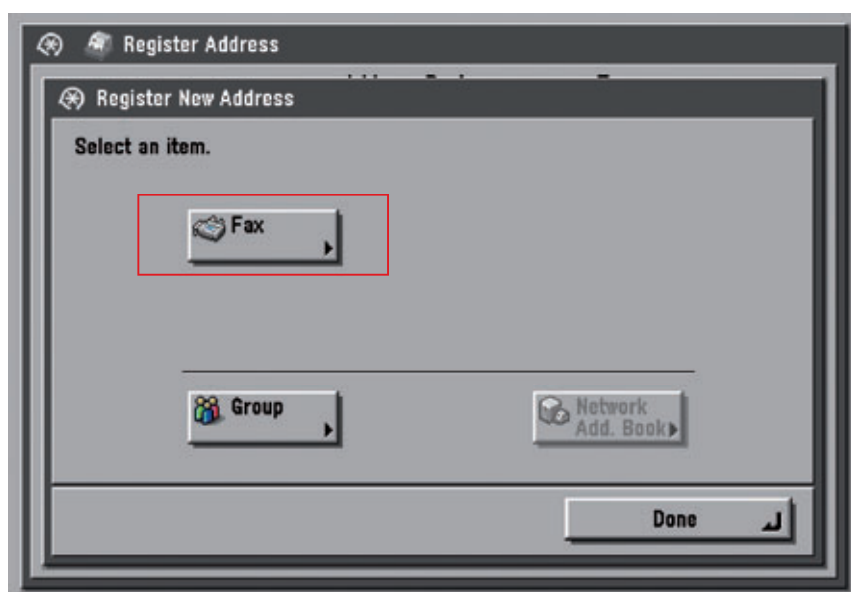
3. Press 'Register Address'



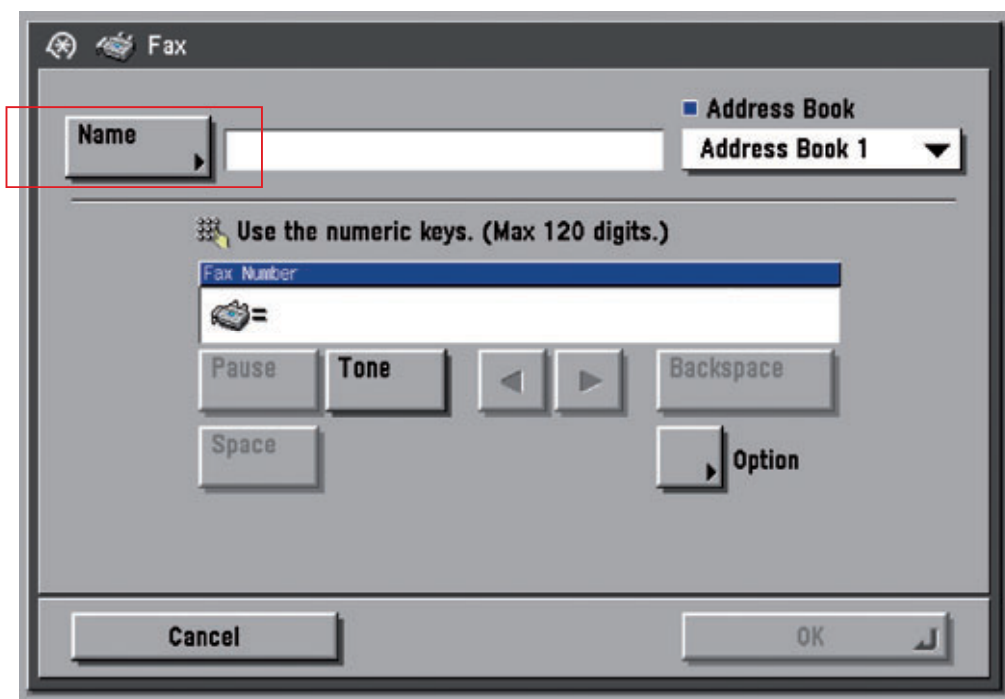
4. In the next screen select 'Register New Address'



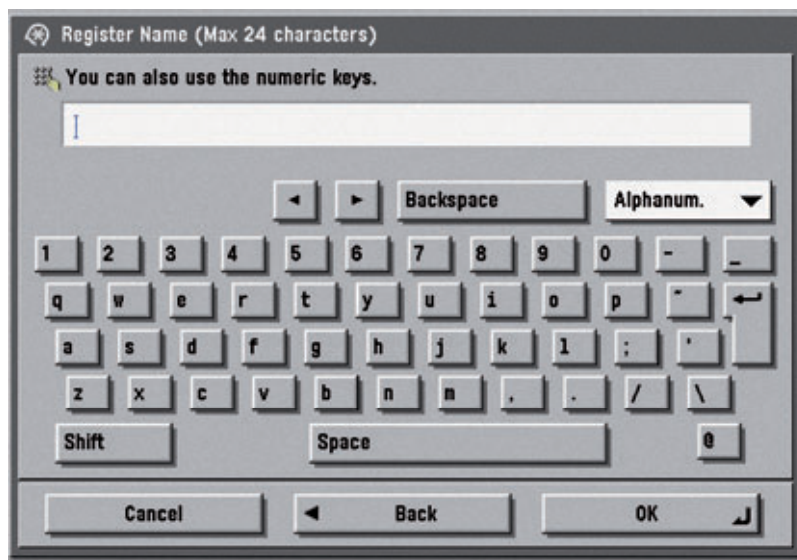
5. Choose 'Fax'



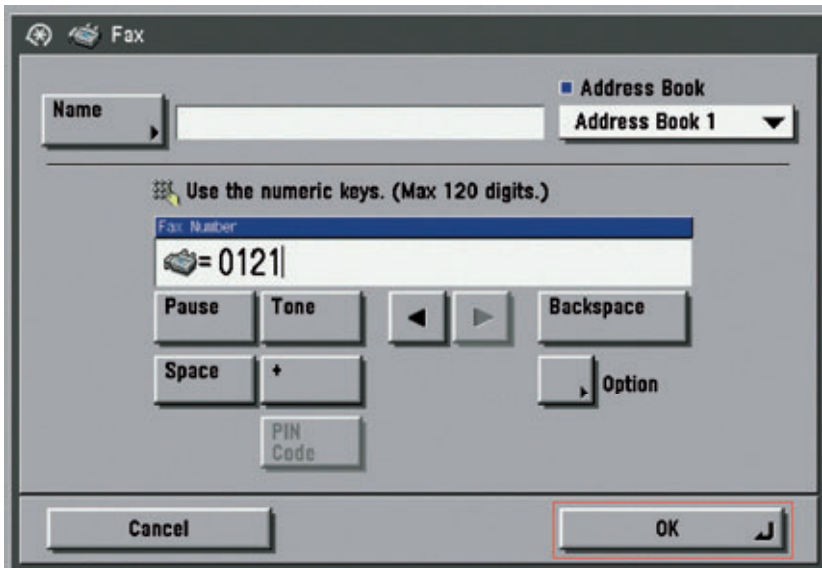
6. Press 'Name'



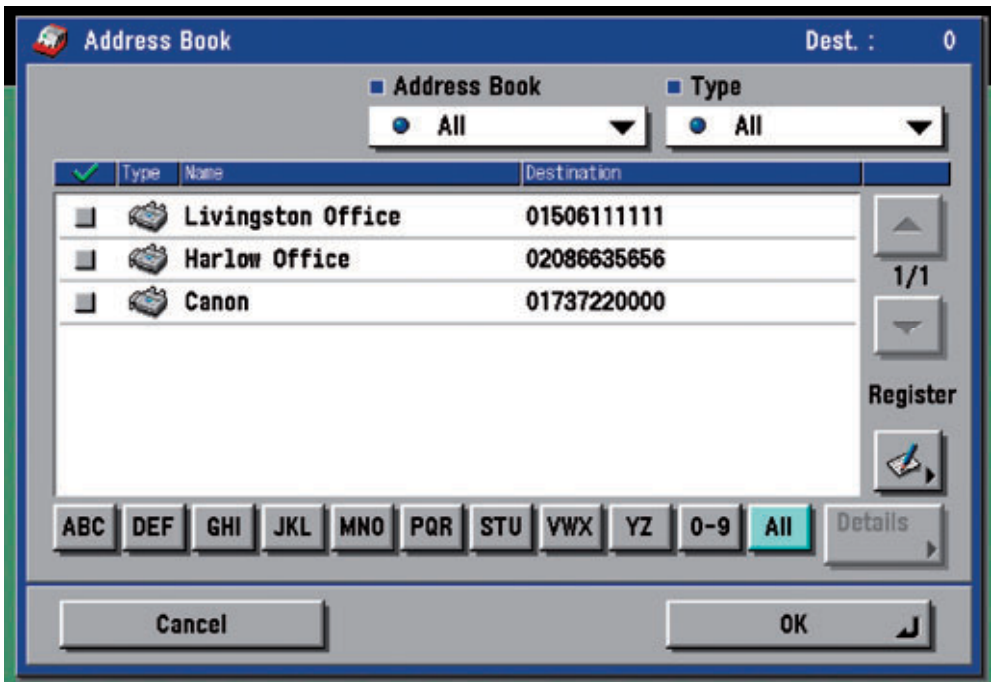
7. Type Name using Qwerty Keyboard then press OK



8. Enter Fax number with number keys on control panel, and press OK

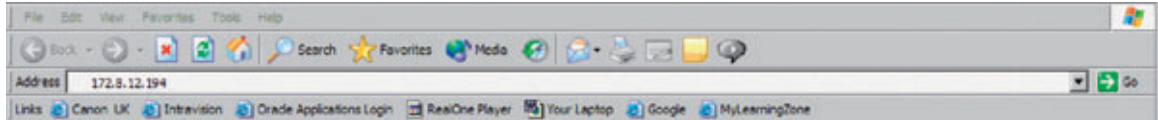


- 9. Repeat from Step 4 to store further Fax numbers or keep pressing Done to End
- 10. You should now have a screen which looks like the one below with your own numbers



Importing Fax Numbers into Fax Driver

Open the Remote User Interface (RUI) by typing the IP Address of the device in Internet Explorer address bar.



1. Select Additional Functions and select Import/ Export from the menu that appears under Additional Functions
2. Click on Export – NB. The name of the Address Book is not exported
3. Click OK
4. When the File Download dialog box appears, specify the location in which you want to save the address book according to instructions displayed on screen.
5. In the File Type, ensure you select .abk then save
6. You will now need to import the .abk file into the fax driver
7. Select START > SETTINGS > PRINTERS & FAXES. Right click on the Fax Driver.
8. Select PRINTING PREFERENCES
9. Select EDIT ADDRESS BOOK tab
10. Select IMPORT button & browse to the .abk file
11. Ensure you have FILES of TYPE field set to CANON DATA FILES (*.abk) or ALL FILES (*.*) to see the file you created.
12. Select the file & click OPEN button. This will import the address book file into the fax driver on the PC

SECTION 06:

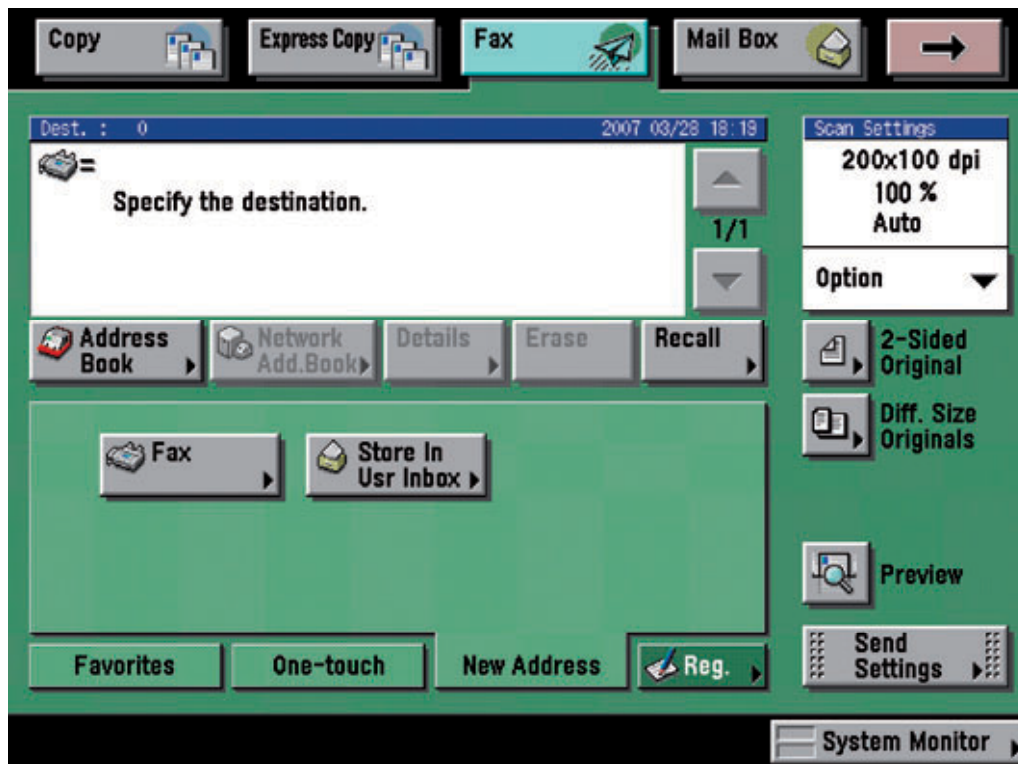
Sending a Fax from Device

Sending a Fax from Device

Using a Manual Number

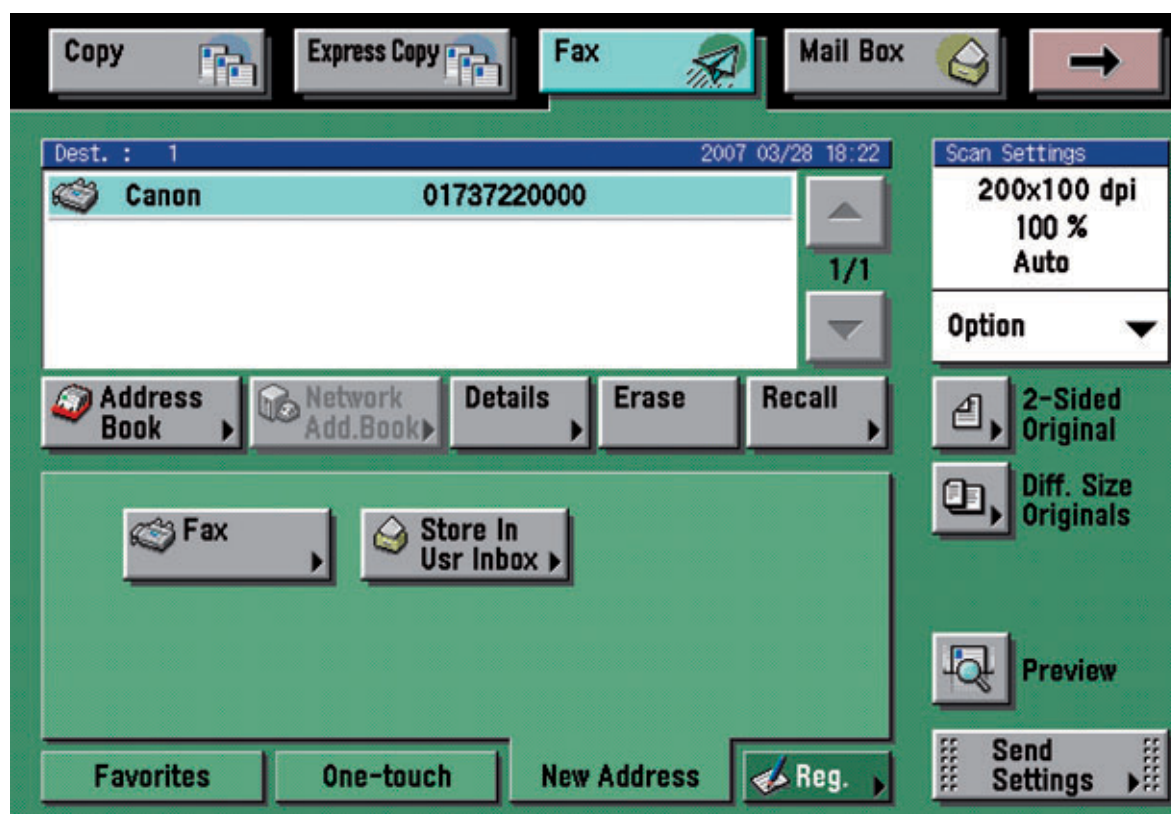
1. Press the SEND/FAX tab
2. Press the FAX button
3. Dial number (remembering to dial 9 if needed)
4. Press OK key
5. Press the GREEN START KEY

Using the Address Book



1. Press the FAX tab
2. Press ADDRESS BOOK key
3. Highlight recipient(s) from ADDRESS BOOK
4. Press OK key
5. Press green START key

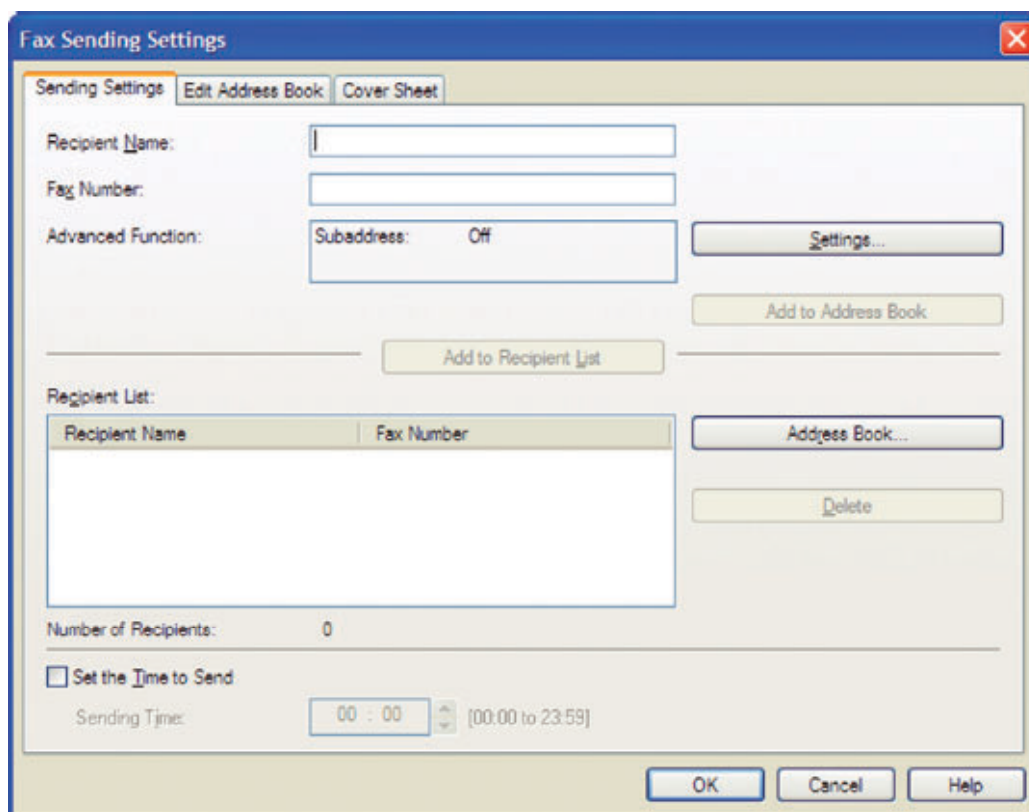
Options within Faxing



1. Scanning Settings Resolution scans at 200 x 100 dpi
2. Select Two-sided Original (if applicable)
3. Select Preview to view pages before sending
4. Select Send Settings if you wish to delay the time at which your fax is transmitted or to add an individual sender's name

Faxing a Document from PC

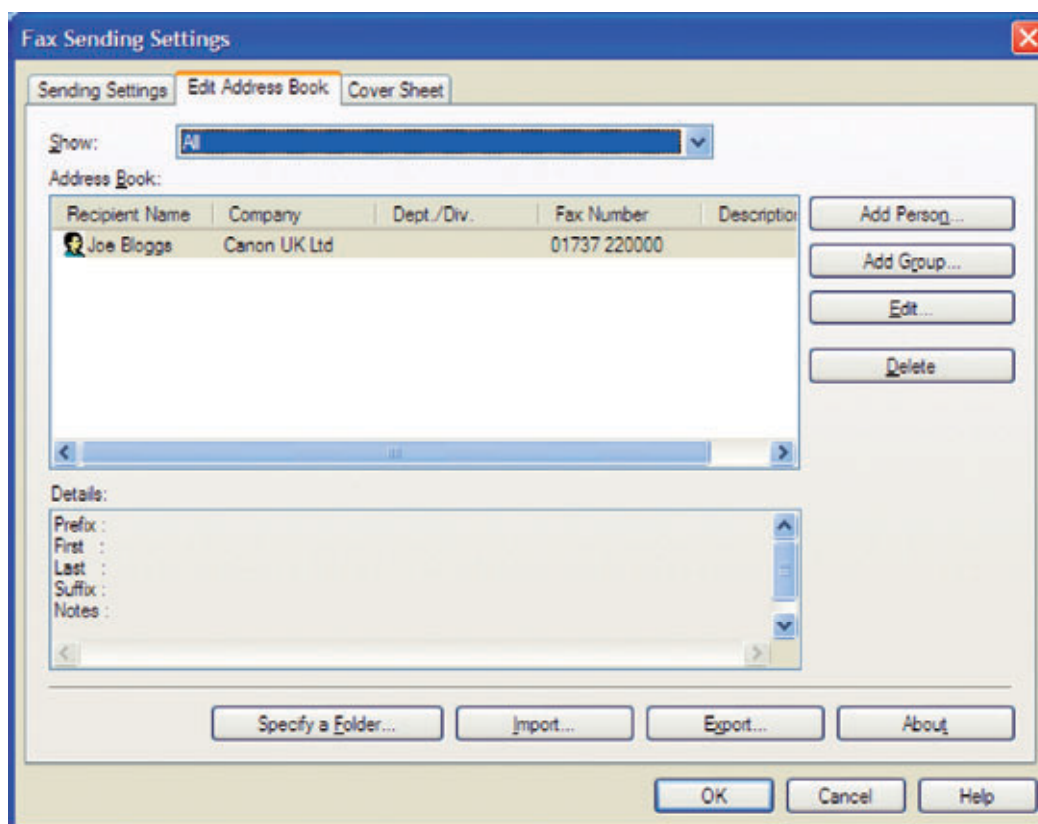
1. In the Windows application, with the document open, click the command to print your document.
2. In the print dialog box, select your FAX DRIVER from the NAME drop-down list box, and then click the OK button.
3. The SEND FAX TAB allows you to select the recipients for an outgoing fax and set the fax resolution.



- Recipient Name
- Specifies to whom fax is sent
- Fax Number
- Specifies the fax number of the recipient
- Add to Address Book
- Adds the name and fax number specified in the Recipient Name and Fax Number text boxes to the Address Book. (see Address book tab)
- Add to Recipient List
- Adds the name and fax number specified in the Recipient Name and Fax Number text boxes to the Recipient List box.
- Recipient List
- Displays the names and fax numbers of the people the fax will be sent to.
- Select from Address Book
- Displays the Select from Address Book dialog box for selecting fax recipients from the Address Book.
- Remove From Recipient List
- Removes a selected name and fax number from the Recipient List box.

Address Book Tab

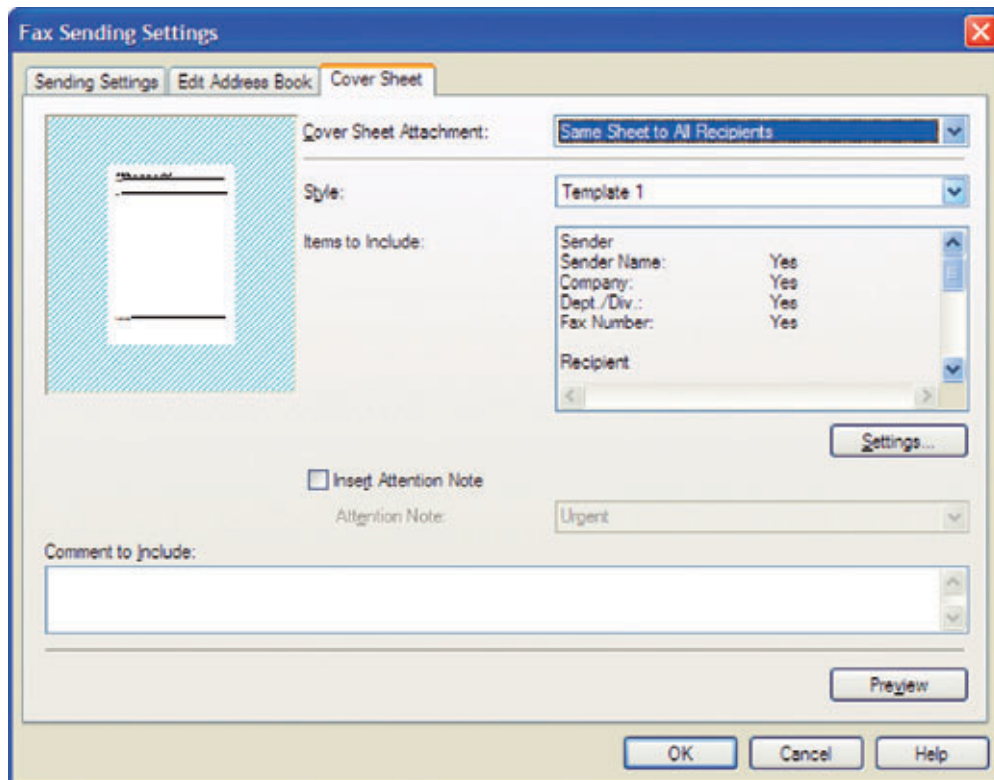
The Address Book sheet defines and manages individuals and groups of possible fax recipients.



- **Show**
- Clicking **Individuals** displays the list of individual entries in the Address Book. Clicking **Groups** displays the list of group entries in the Address Book. Clicking **All** displays all entries in the address book.
- **New Individual**
- Opens the Add Individual dialog box for creating a new individual entry in the Address Book
- **New Group**
- Opens the Add Group dialog box for creating a new group entry in the Address Book.
- **Edit**
- Opens either the Edit Individual or the Edit Group dialog box, depending on whether you selected an individual or group entry in the **Entries** list box. (An Address Book entry must be selected first.)
- **Delete**
- Deletes the entry selected in the **Entries** list.
- **Import**
- Opens the Open dialog box for importing into the Address Book CSV formatted data from a specified file.
- **Export**
- Opens the Save dialog box for exporting the entries list in the Address Book to a specified file in CSV format.

Cover Sheet Tab

The Cover Sheet defines the settings for a fax cover sheet and displays a preview on screen.



- **Cover Sheet Attachment**
Specifies whether or not a cover sheet is attached to a fax and whether all recipients get the same cover. If a cover sheet is attached, select the style of the cover sheet from the **Style** drop-down list box.
- **Items to Include on Cover Sheet**
Specifies the Sender and Recipient information to be included on the cover sheet by clicking the appropriate check boxes. Under settings, you can enter the Sender information in the **Name**, **Fax Number**, **Company** and **Dept\ Div.** text boxes.
- **Insert Attention Note**
Includes a notice on the cover sheet.
A notice can be selected from the drop-down list box. Or you may enter a notice within 30 characters.
- **Comment to Include on Cover Sheet**
Specifies any extra information you want to include on the cover sheet up to a maximum of 255 characters.



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